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# STATE OF NORTH DAKOTA

## DIRECTOR OF INSTITUTIONS

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

**July 1, 1983 — June 30, 1985**

# BIENNIAL REPORT

JULY 1, 1983 - JUNE 30, 1985

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# STATE OF

## DIRECTOR OF INSTITUTIONS

# NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

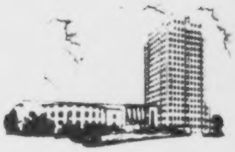
**July 1, 1983 — June 30, 1985**

CLARENCE A. BINA

Director of Institutions

**STATE OF NORTH DAKOTA**
*DIRECTOR OF INSTITUTIONS*
STATE CAPITOL
BISMARCK, NORTH DAKOTA 58505-0144

PHONE 701-224-2471



George A. Sinner
**GOVERNOR**

Clarence A. Bina, Ph.D.
**DIRECTOR**

Elaine Little
**ASSISTANT DIRECTOR, FISCAL AFFAIRS**

Donald D. Mund
**ASSISTANT DIRECTOR, PERSONNEL**

Edwin F. Zuern
**LEGAL COUNSEL**

Marvin A. Fettig
**ASSISTANT DIRECTOR, TELECOMMUNICATIONS**

**INSTITUTIONS**

Grafton State School
Grafton

San Haven
San Haven

School for the Blind
Grand Forks

School for the Deaf
Devils Lake

State Industrial School
Mandan

State Penitentiary
Bismarck

**DEPARTMENTS**

State Radio Communications
Bismarck

State Library
Bismarck

State Communications System
Bismarck

State Capitol and Grounds
Bismarck

November 30, 1985

THE HONORABLE GEORGE A. SINNER
Governor of North Dakota
Executive Office
State Capitol - 1st Floor
Bismarck, ND 58505

Dear Governor Sinner:

In accordance with Chapter 54-21-09 of the North Dakota Century Code, I have the honor to submit to you the Biennial Report of the Director of Institutions for the period beginning July 1, 1983 and ending June 30, 1985.

Sincerely,

Clarence A. Bina

CLARENCE A. BINA, Ph.D.
Director of Institutions

# DIRECTOR OF INSTITUTIONS
# AND
# STATE COMMUNICATIONS

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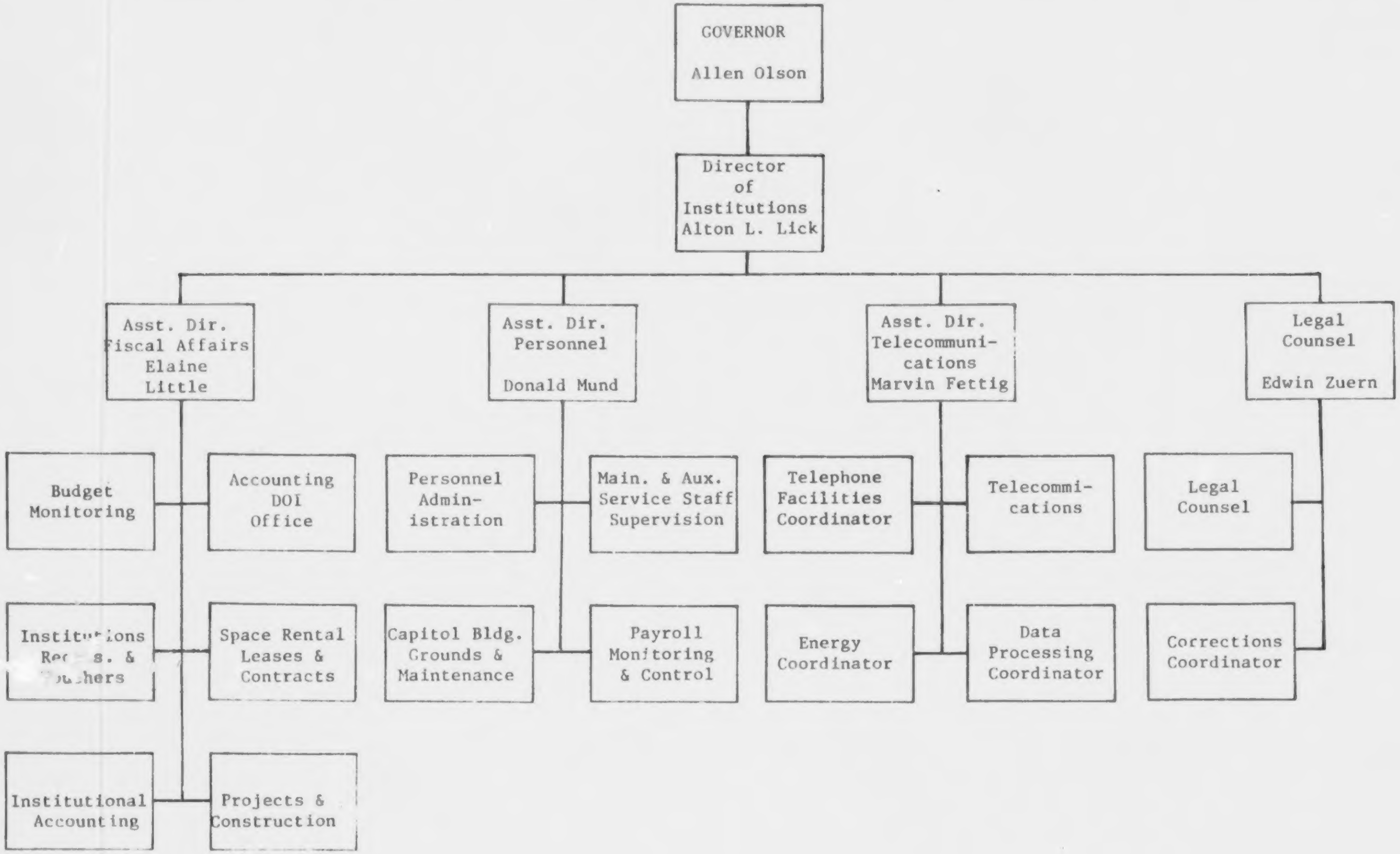
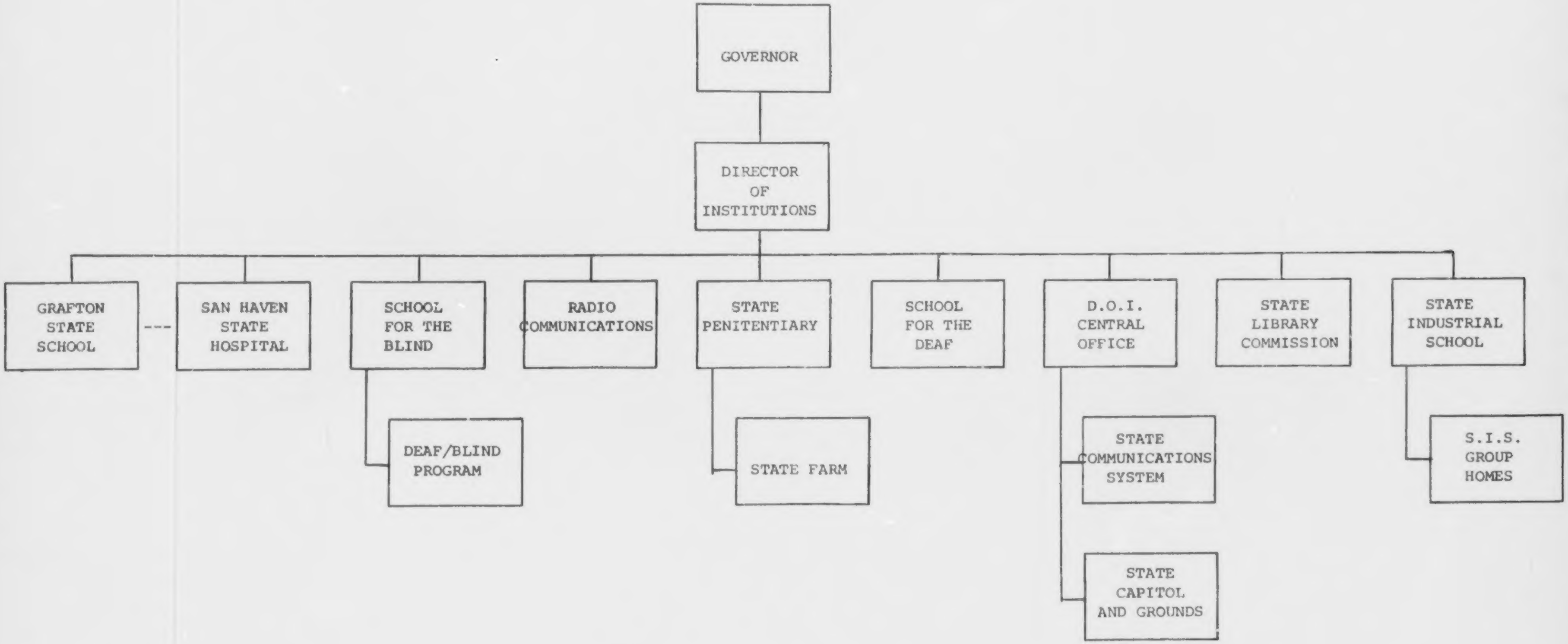
# DIRECTOR OF INSTITUTIONS


GOVERNOR
Allen Olson
Director of Institutions
Alton L. Lick
Asst. Dir. Fiscal Affairs
Elaine Little
Asst. Dir. Personnel
Donald Mund
Asst. Dir. Telecommunications
Marvin Fettig
Legal Counsel
Edwin Zuern
Budget Monitoring
Accounting DOI Office
Institutions Recs. & Vouchers
Space Rental Leases & Contracts
Institutional Accounting
Projects & Construction
Personnel Administration
Main. & Aux. Service Staff Supervision
Capitol Bldg. Grounds & Maintenance
Payroll Monitoring & Control
Telephone Facilities Coordinator
Telecommications
Energy Coordinator
Data Processing Coordinator
Legal Counsel
Corrections Coordinator

12-1-83

# THE ORGANIZATIONAL CHART OF THE INSTITUTIONS AND AGENCIES UNDER THE ADMINISTRATIVE CONTROL OF THE D.O.I. OFFICE


GOVERNOR
DIRECTOR OF INSTITUTIONS
GRAFTON STATE SCHOOL
---
SAN HAVEN STATE HOSPITAL
SCHOOL FOR THE BLIND
DEAF/BLIND PROGRAM
RADIO COMMUNICATIONS
STATE PENITENTIARY
STATE FARM
SCHOOL FOR THE DEAF
D.O.I. CENTRAL OFFICE
STATE COMMUNICATIONS SYSTEM
STATE CAPITOL AND GROUNDS
STATE LIBRARY COMMISSION
STATE INDUSTRIAL SCHOOL
S.I.S. GROUP HOMES

--- = Branch of Grafton State School

# Director of Institutions

# Biennial Report

July 1, 1983 - June 30, 1985

## Function

### Statutory Responsibilities

The Director of Institutions, pursuant to Sections 54-23 and 54-23.1 of the North Dakota Century Code, is directed to manage and control the State Penitentiary, State Industrial School, Grafton State School, San Haven, School for the Deaf, School for the Blind, State Radio, and the State Library. Under these sections the office is also responsible for the statewide communications network, and for the upkeep of the Capitol, the grounds, the Governor's mansion. The office also operates the Central Mailing Bureau and provides for space and service needs of all State agencies and departments.

The Capitol complex consists of approximately 132 acres of manicured lawns, shelterbelts, and native prairie. The buildings located on the grounds include the main Capitol, Judicial Wing/Office Building (which is connected to the Capitol), the Heritage Center, the Liberty Memorial Building, the old State Office Building, the Highway Building, and the Governor's mansion.

The Director of Institutions, located on the 10th floor of the State Capitol, has an authorized employee count of 80. It has an office staff consisting of the director, assistant director for personnel, assistant director for fiscal affairs, legal counsel, assistant director for telecommunications, and several clerical personnel. In addition, the office employs approximately seventy (70) staff to maintain the Capitol complex, operate the Central Mailing Bureau, and to operate the Capitol switchboard.

The Director of Institutions Office functions much like a school board. The office oversees what each of the institutions and agencies does and gives guidance when needed; however, the director or superintendent of each agency or institution has the primary responsibility to operate the agency or institution. During the 1983-85 biennium the following institutional and agency appointments were effective:

| Institution or Agency | Appointee | Time Effective |
|---|---|---|
| School for the Blind | Charles R. Borchert | July 1, 1983 |
| School for the Deaf | Dr. Gary L. Holman | July 1, 1983 |

| | | |
|---|---|---|
| Grafton State School (and San Haven Branch) | Paul P. Witucki | Acting Supt. - July 1, 1983 |
| | Dr. Henry C. Meece | March 1, 1984 |
| State Industrial School | Walter H. Odegaard | July 1, 1983 |
| State Library | Ruth E. Mahan | July 1, 1983 |
| State Penitentiary | Winston E. Satran | July 1, 1983 |
| State Radio | Lyle V. Gallagher | July 1, 1983 |

## Major Goals and Objectives

The ultimate goal of the Director of Institutions (DOI) is to provide the best service possible (within the resources available) to the residents, students, inmates, and constituents of the institutions and agencies under DOI. Other goals of the Director of Institutions include:

1. To continue emphasis on open communications between the administration and staff of the departments and institutions. Several processes have been established to facilitate this concept. For example, employee advisory committees meet monthly with the management personnel at the agencies and institutions. Also, all the institutions and agencies have special programs to present employees service awards for years of employment.

2. To continue within available appropriations to pay equitable salaries which are comparable to the external labor market. Also to attempt to maintain internal salary equity based on performance, tenure, and job skills and abilities.

3. To keep open lines of communication with the administration of each institution and department through at least monthly visits and frequent contact by telephone.

4. To continue to work closely with the Department of Human Services and other state agencies to assure success of the deinstitutionalization of residents from Grafton and San Haven into appropriate group homes in the community within the timelines as set forth in the court order ARC vs. Allen I. Olson, et. al.

5. To coordinate the long-range planning of all the institutions and agencies under DOI to assure that adequate resources are provided by the state to make the institutions and agencies functional and effective operations.

6. To continue to maintain the Capitol grounds and buildings in a professional manner in order to provide North Dakotans with a beautiful Capitol complex of which to be proud.

7. To continue to update the State's communication network, making it as efficient and cost effective as possible.

8. To assure that the goals established for each department and institution under the director's control are achieved.

9. To continue to maintain direct communication with the Governor's Office concerning problems or accomplishments at the institutions and departments when appropriate.

## Evaluation

A comprehensive report of the goals, activities, and accomplishments of each of the institutions and agencies is included in a separate report for each within this biennial report. Therefore, the major emphasis in this report is on the internal operation of the Director of Institutions Office and not on the operations of the institutions and agencies. Also, since State Communications is considered a separate agency for budget purposes its report is separate and immediately follows that of the Director of Institutions. The following are summaries of the activities and accomplishments within each division of the Director of Institutions Office during the 1983-85 biennium.

## Report of the Director

Maintaining contact with the institutions and agencies through frequent visits and telephone contact throughout the biennium was very helpful to the director in remaining informed on the many issues at the institutions and agencies. Some of the major issues the director became involved in are briefly discussed in the following paragraphs.

Compliance with the implementation order in the ARC vs. Olson, et. al., lawsuit was a major goal. The Director of Institutions Office worked very closely with the Grafton State School and the Department of Human Services to meet the time tables and requirements under the order. The deinstitutionalization of residents from Grafton was much slower than was anticipated. On July 1, 1985, there were 200 more residents at Grafton and San Haven than was specified in the court order. Through negotiations with the plaintiffs and defendants an agreement was submitted to the Court which the Court accepted. Under this agreement the State was not held in contempt for missing the July 1, 1985, deadlines and new time lines were established. Under the agreement, by July 1, 1986, the combined population at Grafton and San Haven must be reduced to 450. Also, by no later than January 1, 1988, the population must be reduced to 350 and to 250 by July 1, 1989. These time lines will be very difficult to meet. Nevertheless, the Director of Institutions is working very closely with the Grafton State School, Department of Human Services, and other state agencies to do whatever possible to meet the agreed upon time lines. The first priority, however, will always be the safety and well-being of the residents at Grafton and San Haven.

Attaining and retaining Title XIX certification at the

Grafton State School and San Haven was a major concern of the Director of Institutions Office. A residential unit at San Haven, which is composed of 75 beds called Centerview, was the primary target for certification during the biennium. It appears that certification will be achieved by January 1, 1986. With certification the State is reimbursed for 55% of costs incurred for the care and treatment of the residents. The current cost per day per resident is approximately $100.

With the certification of Centerview at San Haven there will be 336 Title XIX certified beds at Grafton and 143 Title XIX certified beds at San Haven. This means that when the combined resident population has been reduced to 350 it will be cost effective for the San Haven facility to be closed. Planning for this closure will be a major effort during the 1985-87 biennium.

The Director of Institutions worked closely with the State Penitentiary to deal with the higher than estimated inmate population during the 1983-85 biennium. A major effort was made to obtain funds from the 1985 Legislative Assembly to continue with Phase II construction at the Pentientiary to ease the overcrowding; there was $7.5 million dollars appropriated for the construction of a Men's Medium Security Unit (63 bed spaces), a Women's Unit (32 bed spaces), and for replacement of the South Wall and Guard Tower. According to estimates made by the Ehrenkrantz Group (a correctional consultant used by the Penitentiary since 1979) the new construction at the Penitentiary should meet the Penitentiary's needs through 1990. Future construction will need to include the replacement of the Food Service Center.

The State Industrial School began some critical long-range planning during the 1983-85 biennium. A study was conducted by the Ehrenkrantz Group on the adequateness of the State Industrial School facility. The study also included a preliminary overview of the Juvenile Justice System in North Dakota. The Group's findings showed that the Food Service Center at the school must be replaced and that the juvenile system in North Dakota is very splintered. Even though the school did request funds for a new food service center, this request was not approved by the 1985 Legislature. A follow-up study planned during the 1985-87 biennium to more completely study the juvenile justice system will be very important to the future of the Industrial School.

A major accomplishment for the School for the Deaf was the attainment of funds from the 1985 Legislature to send all children home every weekend during each school year of the 1985-87 biennium. This is a pilot project, however, the parents of the children at the school were overwhelmingly in support of the project. Also, because the school will be able to coordinate the travel for all the children, it is estimated that the cost to the State for travel will be less than during the previous biennium when fewer trips home were made.

During this biennium the School for the Blind was asked by the Department of Public Instruction to be the "resource center" for the State for the distribution of materials and information on blindness to all the schools in the State. This will assist the School for the Blind in its new mission to provide services not only to the students at the school but also to assist schools across the State with the blind children who are being mainstreamed into public school classrooms. Also, the 1985 Legislature approved $230,000 to provide a program at the school for adult/deaf/blind individuals. It is estimated that approximately 15-18 adult/deaf/blind will participate during 1985-87.

Issues at the State Library and State Radio during the 1983-85 biennium included the planning for automation of libraries around the State by the library and for a new message switcher (for which funds were approved by the 1985 Legislature) at State Radio.

The Director of Institutions by statute is required to hold meetings as deemed necessary for the managers of the institutions and agencies under the control of DOI. During this biennium there was an emphasis at the meetings on providing training and addressing common problem areas at the institutions and agencies. Speakers presented programs on employee absenteeism, how to deal with stress, back care for employees, wellness and motivation.

The Director of Institutions feels this was a very productive biennium. All institutions and agencies can point to major advances that were made which improved the services for the students, inmates, residents, or constituents of the institutions and agencies.

## Personnel Report

The Director of Institutions Office had perhaps the most stable work force during the 1983-85 biennium that the department has ever experienced. With the exception of retirements, DOI had very little turnover of staff who found or sought employment with other employers.

There were few changes to the State classification system which directly affected the department.

Although there were no dollars appropriated for percentage salary increases, there were dollars appropriated to pick up the employees' contribution to the State Retirement System. Two percent of the employees' contribution was picked up by the State during each year of the biennium.

The training of existing staff continues to be a major goal of the department. During the biennium, staff attended various technical training programs sponsored by vendors, suppliers, Wahpeton and Bismarck Junior Colleges. These training programs have improved the technical skills of the staff as well as have saved the department maintenance dollars by allowing existing staff to provide maintenance on major equipment rather than contracting with outside service providers.

## Report on Legal Department

The major legal cases and issues involving the Director of Institutions during the 1983-85 biennium are as follows:

### Cases

Patten v. North Dakota Parole Department. This is a federal case challenging the confidentiality of prison and parole department inmate records.

Jensen v. Lick. A federal court case in which inmate Jensen repeats former litigated issues on which he failed, and challenged the designated black square area in his cell on which to place pictures and posters as well as some of the plumbing fixtures in the "new" cell house.

Brown, et. al. v. Olson, et. al. This is an action in federal court claiming that the prison has violated the religious freedom of the Native American inmates along with other discriminatory actions alleged against the State.

Jensen v. North Dakota. This case has been argued before the State Supreme Court on a habeas corpus action claiming that the plaintiff should be released due to constitutional mistakes made during this trial.

North Dakota v. Jensen. This is a case in the State Supreme Court which challenges the urine screening program of the Penitentiary as alleged medical research.

Hughes v. North Dakota State Parole Board and Prison Staff. This case is being held by the Supreme Court pending the outcome of another like case again challenging the records and report of prison staff and how they are used by the Parole Department.

Eugene v. Satran. This case was dismissed by the Federal District Court and then brought to the State District Court and now filed in the North Dakota Supreme Court. Briefs are being submitted. It is a challenge to the prison urine screening program.

St. Claire v. Sinner. This is a proposed class action lawsuit by the female inmates claiming discriminatory treatment in our prison in violation of their civil rights.

Jensen v. Satran. This is a petition for a writ of prohibition filed in the State Supreme Court by an inmate challenging the bringing of horses into the prison yard for rodeo practice, and also challenging the hog operation east of the prison yard among other health hazard claims. Response filed and awaiting a response from the court.

Jensen v. Satran. A very recent federal court case which was promptly partially dismissed by the court, and a date set for an amended complaint on the remaining issues. This is a typical inmate Jensen diatribe against the Penitentiary alleging the illegal taking of money, the illegal taking of urine samples, the illegal request for attorney's fees among other items, as well as claiming against state officials the federal Racketeering and Corrupt Organizations Act.

## Legal Issues

From past experience DOI can expect rare isolated legal challenges of one kind or another from some of our many employees.

With approximately 5000 acres of land there are easements and other real estate legal issues that arise occasionally.

The extensive prison enterprise, Rough Rider Industries, provides at times some commercial law questions.

Construction projects may create legal questions like the present issue dealing with a fire in one of the tunnels at the Grafton State School. The insurance carriers cannot agree on who is liable to pay for the damage nor how much damage did actually result.

The handling of juveniles is being litigated more and more, and we have had challenges to our transfer procedures to the State Hospital from the State Industrial School. The Industrial School has been quite successful in realizing the trend and reorganizing to avoid the legal challenges.

The entire field of special education law impacts almost all of our institutions. The only court challenge thus far has been the well publicized ARC class action.

## Capitol Building and Grounds Report

During the biennium there was no major construction on the Capitol grounds. The major emphasis was on maintenance and repair work to maintain the buildings and grounds so that the facilities would continue to be the showplace of the State.

Several projects were started during the biennium. The first was the establishment of the State Motor Pool which was set up in the Maintenance Shop. A parking lot for the vehicles assigned to the Motor Pool was authorized to be built directly north of the Maintenance Shop. The second project was the construction of the Arboretum Trail on the Capitol grounds which will be completed during the next biennium.

During this biennium the State Capitol celebrated its 50th birthday. The 19 story Capitol was completed in 1934 at a cost of $2 million. Many people from North Dakota attended an open house held at the Capitol to celebrate this event. Information available to individuals who attended included the following:

## HISTORY OF THE STATE CAPITOL AND GROUNDS

1. The 19 story Capitol building was completed in 1934 at a cost of $2 million.

2. The oldest building on the grounds, the Liberty Memorial Building, was completed in 1923.

3. Other buildings on the Capitol grounds and when they were constructed are:

| | | |
|---|---|---|
| a. | Old BJC Building | - 1953 |
| b. | Governor's Mansion | - 1960 |
| c. | Highway Building | - 1968 |
| d. | Heritage Center | - 1980 |
| e. | Judicial Wing/State Office Building | - 1981 |

4. The Capitol complex has seen many major renovation projects over the years. The following are the major projects since 1970.

| | | |
|---|---|---|
| 1971 - | $ 150,000 - | New roadway to provide better access to the Capitol and some parking lot expansion. |
| 1973 - | $ 286,000 - | Electrical updating in the Capitol and substation. |
| | $ 122,500 - | Underground sprinkling system. |
| | $ 198,460 - | Miscellaneous repairs and improvements. |
| 1975 - | $2,650,000 - | Environmental control system, new windows. |
| 1977 - | $ 366,100 - | Repair plaza steps and tunnel ($197,000).<br>Refinish woodwork and paint Memorial Hallway ($150,000).<br>Carpeting ($19,100). |
| 1979 - | $1,650,000 - | Redesign of the parking lots for better traffic control and accompanying roadway repair ($776,449).<br>Begin remodeling of Liberty Memorial Building ($358,817).<br>Completing refinishing of woodwork in Memorial Hallway ($66,000). |

Some finishing work in the Judicial Wing and carpeting in the Capitol ($448,734).

1981 - $3,166,450 - Remodeling of the Liberty Memorial Building ($1,168,550).
Completion of the parking lot and landscaping projects ($534,950).
New roofs for the Capitol and old BJC building ($630,000).
Rewiring and replacement of lights in Memorial Hallway ($116,000).
Governor's Office renovation ($206,910).
Miscellaneous projects including refurbishing of brass pillars in Memorial Hallway; new outside lighting; and new carpeting in the Capitol ($394,392).

In addition to the above improvements the Legislature has funded major renovations in the legislative wing of the Capitol. Legislative assembly appropriations were as follows:

1979 - $ 307,130 - Legislative chambers renovation.

1981 - $1,875,000 - Renovation of legislative meeting rooms
Refinishing of legislative chamber desks.
Renovation of Legislative Council offices.
Legislative wing elevator.
New electronic voting system.

## Fiscal Report

The appropriation for the Director of Institutions Office for the 1983-85 biennium was $6,882,048 from the State General Fund. Of this amount $2,917,396 was spent in salaries and wages for the 80 full-time employees of the office and for temporary and overtime salaries (to maintain weekend staff in the Capitol and to cover vacations, sick leave, etc.)

Of the $2,679,627 spent in operating expenses the major expenditure was in utility costs for the Capitol complex ($1,912,569). Other major operating costs incurred by the Director of Institutions Office were for elevator maintenance contracts ($159,273) and other service contracts ($49,136). Also, the Director of Institutions Office is responsible for the insurance premium payments to the State Fire and Tornado Fund (for general funded agencies in the Capitol) for building and content insurance. The cost was approximately $35,000 for the biennium. The remaining operating expenditures were primarily for the maintenance and repair of the Capitol complex and for the operation of the Director of Institutions' central office.

Outside hospital costs incurred for the residents, students, or inmates of the institutions are paid through the DOI office. These costs totalled $569,586 for the 1983-85 biennium. Payments for the Court Monitor's (who was appointed as a result of the ARC lawsuit) activities are also made through the DOI office. Payments to the monitor during the 1983-85 biennium were $183,405.

Expenditures of $117,072 for capital improvements were for the general maintenance of the Capitol and grounds. Major equipment purchases totalling $56,791 included replacement of yard equipment used in the upkeep of the Capitol grounds and for a new serving line in the Capitol cafeteria.

A function of the Director of Institutions Office is to collect payments from special funded agencies for the rental of space within the Capitol. These funds are deposited directly into the State General Fund and do not become a part of DOI's operating budget. Collections from state agencies for space rental during the 1983-85 biennium totalled $832,808.

As mentioned earlier, DOI is responsible for operating a Central Mailing Bureau for state agencies. The Postage Revolving Fund incurs expenditures of approximately $25,000 per month for postage and other mailing costs which is reimbursed to the fund by the participating State agencies.

A major function of the fiscal department is to assist and give guidance in the preparation and then monitoring of budgets by the institutions and agencies. Each institution and agency prepares and monitors its budget on a program basis. This process has worked well and has allowed DOI and the institutions and agencies to identify possible budget problems early in a biennium. During the 1983-85 biennium the budgets for DOI and its agencies and institutions were adequate with the exceptions of the Grafton State School, San Haven, and Penitentiary budgets. These institutions received deficiency appropriations from the 1985 Legislative Assembly. Deficiencies were created at Grafton/San Haven because the process of deinstitutionalization of the residents into the community was slower than anticipated. At the Penitentiary a higher than estimated inmate population required the hiring of additional staff thus creating a deficiency.

This department also maintains files on each major construction project at the institutions and agencies. All contracts for such projects are approved and monitored through the DOI office.

The following is a financial statement by object and by program for the Director of Institutions Office for the 1983-85 biennium.

### Director of Institutions
### 1983-85 Biennium
### Program Inventory and Costs Analysis Summary

Cost Summary by Object:

| | |
|---|---|
| Salaries and Wages: | $2,917,395.96 |

Operating Expenses:

| | |
|---|---|
| Data Processing | $ 7,425.86 |
| Travel | 36,675.71 |
| Motor Pool | 2,267.63 |
| Water/Garbage | 100,312.23 |
| Natural Gas | 239,772.55 |
| Electricity | 1,572,484.04 |
| Rent of Equipment-Incl. Films | 32,871.64 |
| Rent of Building Space | 18,104.26 |
| Postage | 27,631.13 |
| Telephone-Telegraph | 2,649.05 |
| Repair Equipment-Other | 5,209.48 |
| Elevator Maintenance Contracts | 159,273.14 |
| Service Contracts-Others | 49,136.32 |
| Repair Buildings & Grounds | 73,132.92 |
| Legal-Audit | 6,792.85 |
| Engineers & Architects | 3,561.35 |
| Professionals Not Classified | 114,672.51 |
| Property-Liability Insurance | 37,005.40 |
| Dues-Memberships | 6,911.38 |
| Laundry-Dry Cleaning | 494.95 |
| Extermination Fees | 1,992.59 |
| Other Miscellaneous Fees | 18,958.54 |
| Office Supplies | 4,864.27 |
| Printing | 9,563.22 |
| Food Supplies | 6,043.81 |
| Uniforms-Dry Goods-Utensils | 7,355.51 |
| Janitorial-Laundry Supplies | 23,720.90 |
| Seed-Feed-Forage-Fertilizer | 2,522.57 |
| Trees-Shrubs-Etc. | 4,001.50 |
| Hardware & Building Supplies | 47,499.60 |
| Expendable Tools | 396.40 |
| Paint | 5,111.48 |
| Plumbing | 7,784.43 |
| Electrical | 9,951.86 |
| Equipment Repair Parts | 14,879.74 |
| Supplies Not Classified | 2,106.75 |
| Audio Visual | 33.96 |
| Fuel & Oil - Vehicle | 14,811.68 |
| Repair Parts - Vehicle | 1,643.65 |
| TOTAL | $2,679,626.86 |

Major Improvements:

| | |
|---|---|
| 1983-85 Biennium | $ 73,769.46 |
| Carryover - 1981-83 | 43,303.00 |
| TOTAL | $ 117,072.46 |

Institutional Medical Fees:

| | |
|---|---|
| Medical - Including Hospitals | $ 569,585.52 |

Court Monitor Fees:

| | |
|---|---|
| Professionals Not Classified | $ 183,404.86 |
| GRAND TOTAL | $6,523,876.24 |

Cost Summary by Program:

| | |
|---|---|
| Carpentry & Painting | $ 80,993.57 |
| Engineering | 241,556.79 |
| Capitol Grounds | 247,697.68 |
| Capitol Maintenance | 927,060.02 |
| Highway Maintenance | 248,936.78 |
| State Office Building Maintenance | 98,786.88 |
| Governor's Mansion | 211,179.58 |
| Liberty Memorial | 74,362.25 |
| Crime Building Maintenance | 20,840.95 |
| Heritage Center | 262,000.87 |
| Judicial State Office Building | 346,364.89 |
| Mailroom | 75,270.69 |
| Utilities - Administration | 2,832,047.95 |
| Institutional Medical Fees | 556,300.02 |
| Capitol Improvements | 117,072.46 |
| Court Monitor Fees | 183,404.86 |
| TOTAL | $6,523,876.24 |

## Resources Available from the Agency

The Director of Institutions Office does not have specific publications prepared by the department. Copies of all documents and information utilized in the office's day to day operations, however, are available to the public upon request.

# STATE COMMUNICATIONS

## Function

### Statutory Responsibilities

The State Communications System exists pursuant to North Dakota Century Code Section 54-23.1. This statute mandates that the Director of Institutions shall be responsible for coordination, direction, control, development, and implementation of modern systems of communications. These systems include, but are not limited to, a combined automatic telecommunication system, law enforcement and emergency teletypewriter service, highway emergency system, remote control radio circuits, Capitol dimension telephone system, and an emergency government disaster communication system.

Other statutes detailing responsibilities and functions of the State Communications System are 54-23.1-03 through 54-23.1-12.

### Major Goals and Objectives

The major goal of the State Communications System is to provide the State of North Dakota with the most efficient and cost effective communications network possible within the appropriation provided by the North Dakota legislature.

## Evaluation

### Accomplishments, Results, Changes and Activities - 1983-85

During the 1983-85 biennium there were several areas in which improvements and upgrading of equipment were accomplished.

A. Penitentiary Telephone Complex

In September 1983 a new prelude telephone switch was installed on the Penitentiary premises. This enabled the Crime Bureau, Parole Office, Rough Rider Industries, and the Penitentiary to have common service out of a common switch. This change also allowed the Penitentiary to have modern and more sophisticated telephone features as well as it reduced the number of lines required to serve this area, therefore, reducing cost.

This installation then enabled us to buy our own telephone cable to the new Game and Fish Building and to the present Laboratories Department. These two entities were then also added to this switch in May 1985 and June 1985 respectively, which was the fulfillment of a two year plan for this complex. This decision to own our own buried cable from building to building as well as our switch and telephone equipment has had the desired result of reducing our monthly telephone costs substantially.

B. San Haven Switch

In March 1984 a new Mital telephone switch with new instruments was installed to replace a 20 year old piece of equipment. This allowed San Haven to have much more efficient communications on their premises as well as acquiring the modern features of a new PBX switch. The end result again was a more effective communication system for the facility as well as a long-range anticipated savings due to ownership rather than unending monthly lease charges.

C. State Capitol Building - Dimension 2000 Switch Purchase

In June 1984 a decision was made, in concurrence with the Communications Advisory Committee, to purchase the Dimension 2000 telephone switch and all of the in-place equipment. This purchase also included an upgrade of the switch and the necessary equipment for a two node statewide system for the CATS/WATS network. This was the start of what we refer to as our own "small telephone company" since we have approximately 2400 stations and equipment to service and maintain on a daily basis in the Bismarck-Mandan area.

This resulted in our agency being able to stabilize telephone equipment costs for the first time and even reduce those costs at the end of the lease-purchase contract.

D. Legislative Telephone Equipment Purchase

In November 1984 this office, in conjunction with the Legislative Council, proposed a plan whereby the Legislative Council purchased the hardware for all of the telephone stations they felt would be required for the January 1985 session. These stations have been set up and designated for the legislative assembly only and will eliminate the costs for this equipment in future sessions. It also will result in less time required to get the assembly up and ready for future sessions and/or any special sessions that may be called.

E. Devils Lake Network Switch

In March 1985 a new Mital telephone switch was purchased and installed in Devils Lake for that node in the statewide CATS/WATS network. This updated an older piece of equipment in which manufacture of parts had been discontinued and by ownership we were able to cut our monthly telephone costs in half.

F. State Industrial School Switch Purchase

In May 1985 a new Executone Siemans telephone switch was purchased and installed on this campus. This switch and new station equipment was purchased to upgrade equipment that was 20+ years old and had outlived its usefulness.

This resulted in a tremendous improvement in effective communication on campus as well as with the outside world. In addition, the monthly telephone equipment charges were eliminated by ownership versus the ongoing monthly lease payment.

### G. Law Enforcement Teletype Equipment Purchase

In June 1985 a decision was made to purchase all of the law enforcement equipment on this statewide network. This purchase saved two years of interest costs on the five year lease/purchase contract. It will also reduce the monthly costs during the 1985-87 biennium. More importantly, this decision will allow for more definitive planning for this network since the current system is becoming technologically obsolete very rapidly.

### H. State Data Network

In 1984 a two year combined effort by Central Data Processing and this office resulted in designing and implementing a high speed data network. This has enabled the consolidation of a number of departments on one network rather than each department having its own network. This has allowed faster speeds, more sophistication, and a halt to duplication of efforts and networks.

## Identification of Trends for the Agency

With the advent of deregulation of the telecommunication industry the trend of this department has been toward ownership rather than leasing of equipment. This department has approached deregulation with the premise that by ownership we can control our own destiny more effectively as well as curtail costs substantially.

## Problems and Future Direction

The era of deregulation has created a multitude of logistical problems that we have constantly struggled with. This department must now coordinate and work with a multitude of communication vendors to solve a problem or to complete a project rather than the old "one stop shopping" of the past. Deregulation has caused delays, confusion, and increased costs for all concerned including this department, and continues to do so on a daily basis.

This department's short range goals are to complete a two year plan for a two node electronic tandem network by the end of 1985. This project is in its final stages and it will allow the telephone switch at NDSU in Fargo to switch the eastern LATA traffic and the Capitol Dimension 2000 switch to handle the western LATA traffic. This will result in less circuitry being required for our CATS/WATS network resulting in reduced costs. In addition, we will now have a back up plan in case of total switch failure at either point which we do not have presently with only one central point of control.

The long range plans and goals of this department are as follows:

A. To stabilize the telephone circuit costs by obtaining long-term leases for work and plan toward state owned and operated data and voice networks (if circuit costs should dictate that position).

B. To plan for the future we need to purchase and install digital switches that handle both voice and data communications simultaneously since this will be the method of operation in the near future.

C. To review the Law Enforcement Teletype Network for long-range upgrading and increasing of the line speed for message transmission. This network may need to undergo a great deal of transformation both in how it sends its messages as well as the present structure of the network being used for transmission. This review will be conducted in correlation with the State Radio and Central Data Processing departments.

## STATE COMMUNICATIONS
## 1983-85 Biennium
## Program Inventory and Cost Analysis Summary

Program Summary by Programs:

| | | |
|---|---|---|
| Local Service | - | $1,659,158 |
| CATS/WATS | - | 1,815,214 |
| LETS | - | 667,307 |
| State Radio | - | 711,079 |
| Highway Teletype | - | 10,579 |
| Highway Emergency | - | 31,404 |
| Library Teletype | - | 25,227 |
| WRITTEN Network | - | 65,704 |
| Legislative WATS | - | 15,877 |
| Higher Education Data | - | 156,497 |
| Data Processing | - | 10,937 |
| State Data Network | - | 52,846 |
| Job Bank | - | 52,702 |
| Highway Radio | - | 195,525 |
| Medical School | - | 42,788 |
| LIDA | - | 117,649 |
| Interstate WATS | - | 276,856 |
| TOTAL | - | $5,907,349 |

Summary by Object:

Operating Expenses:

| | | |
|---|---|---|
| Telephone-Telegraph | - | $5,896,411 |
| Central Data Processing | - | 10,938 |
| TOTAL | - | $5,907,349 |

Summary of Funding:

| | | |
|---|---|---|
| General Fund | - | $2,751,762 |
| Special Funds | - | 3,155,587 |
| TOTAL | - | $5,907,349 |

### Resources Available from the Agency

The North Dakota State Telephone Directory is published by the Director of Institutions Office which lists all of the state agency telephone numbers and how to reach them on our statewide electronic tandem network (CATS/WATS). Copies are furnished to various state departments, agencies, and others who have a specific need for them.

# STATE OF

## SCHOOL FOR THE BLIND

# NORTH DAKOTA

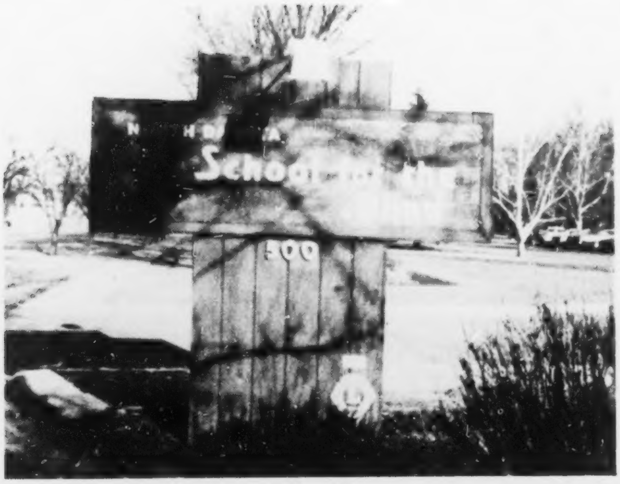
BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

**July 1, 1983 — June 30, 1985**

ND
SB NORTH DAKOTA
SCHOOL FOR THE BLIND


NORTH DAKOTA
School
500

# BIENNIAL REPORT

## 1983 - 85

Charles R. Borchert

Superintendent

NDSB NORTH DAKOTA
SCHOOL FOR THE BLIND

500 Stanford Road • Grand Forks, ND 58201-2799 • Phone (701) 777-4144

Director of Institutions

CHARLES R BORCHERT
Superintendent

EMOLYN S SKINNER
Director of Administration

SANDRA L BRANDT
Education Specialist

ROBERT A SYVERSON
Director of Resident Living

November 20, 1985

Dr. Clarence Bina
Director of Institutions
State Capitol Building
Bismarck, ND 58505

Dear Dr. Bina:

I am pleased to submit to you the 1983 - 85 Biennial Report of the North Dakota School for the Blind.

The report describes the school's current status, our accomplishments during the two years, and our thoughts about what is ahead for NDSB. One thing the report does not indicate is the caring and professionalism which characterize our services. Special thanks go to a great staff that put it all together. We are also most grateful of the Director of Institutions' staff that have helped us in so many ways.

While the future population of the ND School for the Blind is difficult to project because of the unavailability of good data on the future of incidence of visually impaired children, we feel strongly that the 1983-85 school years will be remembered as the years in which we began to plan major changes in the school's future role, which will unfold in the years ahead.

Respectfully submitted,

Charles R. Borchert

Charles R. Borchert
Superintendent

A Residential and Day School for Children with Impaired Vision

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# STATEMENT OF PHILOSOPHY

The North Dakota School for the Blind is a residential school for visually impaired and multihandicapped-visually impaired school age children. The school also provides pre-vocational and other needed services to young adult deaf-blind individuals. Any child whose visual limitation is such that he or she can benefit from the educational experience at the school may do so at no cost. The school is under the direct supervision of the Director of Institutions and is financed by state appropriation, Title I, P.L. 89-313; and other federal funds. Tuition, board, room, laundry, ordinary medical care and special education materials, aids, and devices are provided to parents without cost.

The North Dakota School for the Blind is also the Instructional Resource Center for all visually impaired students in public school programs. As part of an outreach program, large print and Braille textbooks, recorders, tapes, and other electronic reading devices are made available to visually impaired students in public schools throughout the State of North Dakota. Other services provided by the outreach program include educational evaluations, low vision services, an early childhood and preschool program.

The primary purpose of the school is to give the North Dakota blind and multihandicapped-visually impaired the broadest and fullest opportunity of acquiring educational skills and effective means of communication for developing character and personality traits essential for good citizenship. Certified teachers are employed in all areas of training.

The program at the North Dakota School for the Blind includes a Kindergarten through 12 year regular school program, a pre school program, a program for multihandicapped and deaf-blind, and related services which include: daily living skills, orientation and mobility, speech therapy, occupational therapy, and physical therapy. A program is also provided for young adult deaf-blind individuals as well as an outreach program for visually impaired public school children that includes an instructional resource program, child evaluations, low vision services, an early childhood/pre school program, specialized equipment and consultant services.

The North Dakota School for the Blind works closely with other supporting groups including the University of North Dakota, Human Services, Job Service, Grand Forks Public Schools, the Medical Center Rehabilitation Hospital, the Foster Grandparent program, Library for the Blind and Physically Handicapped, and the Special Education Department of the North Dakota Department of Public Instruction.

The North Dakota School for the Blind shall make every effort to protect and provide all rights provided by law to visually impaired students, parents, and the general public as specifically outlined by federal and state mandates.

# BIENNIAL REPORT

## FUNCTION AND STRUCTURE

### CONSTITUTIONAL RESPONSIBLITIES

### Chapter 25-06-01

There shall be maintained at Grand Forks, in Grand Forks County, an institution for the education of the blind which shall be known as the North Dakota School For the Blind.

### Chapter 25-06-02

The School for the Blind shall receive and educate blind or partially blind children who are residents of the State, and who, because of their handicap, are not able to receive their education in the public schools of this state.

### Chapter 25-06-03

The superintendent of the School for the Blind shall possess such qualifications, educational and otherwise, as in the opinion of the Director of Institutions, will fit him to instruct and minister the needs of blind persons.

### Chapter 25-06-04

*Qualifications for admission to the School for the Blind -- Residents of state entitled to free education.*

Applicants for admission to the School for the Blind must be blind or partially blind and unable to make suitable progress in the public schools of the State. The superintendent, with the approval of the director, may determine the age required for admission. The superintendent shall furnish application blanks upon request, and no persons shall be admitted to the institution until the application giving such information as the director may require has been returned to and approved by the superintendent of the School for the Blind. An applicant admitted to the School for the Blind shall be entitled to transportation provided by the School as provided in the student's individualized education program at a rate not to exceed that paid state officials. Each such applicant who is a resident of this State and who, because of his handicap, is unable to receive an education in the public schools, shall be entitled to receive an education in the School for the Blind at the expense of the state.

**Note:** *The change made was to transfer the cost of transportation from the school district to the School for the Blind.*

## Chapter 25-06-05

Admission of nonresidents -- Blind children of suitable age who are not residents of this state shall be entitled to an education in the School for the Blind upon payment in advance of the cost of such education as shall be determined by the Director of Institutions from time to time. Nonresident children, however, shall not be received to the exclusion of children who are residents of this state.

## Chapter 25-06-06

Transportation of indigent persons -- repealed - 1979.

## Chapter 25-06-07

Instruction at School for the Blind -- The superintendent of the School for the Blind shall provide employment for the pupils at the School for the Blind. Such pupils shall receive instruction in general subjects as well as in vocational training. The proceeds and products arising from the labor and employment of the pupils of the School for the Blind shall inure to the use and benefit of the School for the Blind.

## Chapter 25-06-08

Accounts for clothing -- How collected -- The furnishing of clothing and incidentals to residents of this state who have been admitted to the School for the Blind shall be governed by the applicable provision of sections 25-07-08 and 25-07-09, and reimbursement to the institution for clothing or incidentals furnished by it shall be made in the same manner as is provided in such sections.

## Chapter 25-06-09

Blind persons -- Duty to report -- It shall be the duty of every public school superintendent, physician, ophthalmologist, oculist, optometrist, nurse, clinic, hospital, and social and welfare agency in this state to report in writing to the superintendent of the North Dakota School for the Blind the name, age, and residence of persons under the age of twenty-one years who are blind within the definition of blindness as set forth in this section, and in such cases to furnish such additional pertinent information as the superintendent of the North Dakota School for the Blind may request. All reports shall be forwarded to the superintendent of the School for the Blind within thirty days after diagnosis, examination, or discovery. [For the purposes of this chapter, a blind person shall be defined as one who is totally blind or whose central visual acuity does not exceed twenty/two hundred in the better eye with corrective lenses, or the widest diameter of the visual field is no greater than twenty degrees.]

# NEW FUNCTIONS

## SELF STUDY

During the past biennium, the staff of ND School for the Blind spent considerable time on a self study in preparation for reaccreditation from the North Central Association of Elementary and Secondary schools and the National Accreditation Council, an agency that accredits residential schools for the blind throughout the country. The school was fully accredited by both agencies in 1979-80.

## MAJOR IMPROVEMENTS

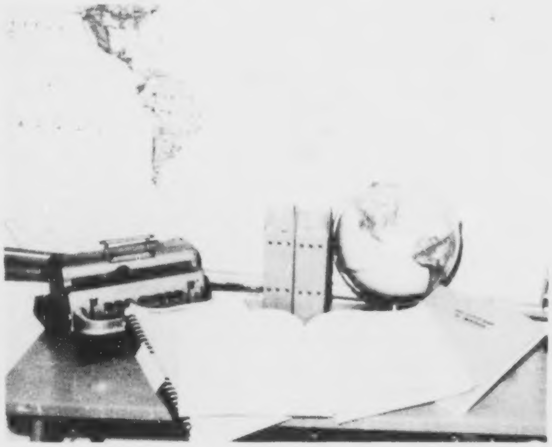
The major improvements made during the biennium included replacing all iron waterpipes in the school building, emergency lighting, new floor coverings, installing doors on the multipurpose room, and providing a new clock system.

## STAFF CHANGES

The school operated throughout the 1984-85 school year without the position of Director of Education. The duties and responsibilities were added to those of the superintendent. To provide needed services to the multihandicapped/visually impaired students, the position was filled by an Educational Specialist, an individual who had considerable experience with low functioning multihandicapped children. The position of the Director of Education was discontinued.

## INSTRUCTIONAL RESOURCE CENTER

During the last months of the 1983-85 biennium, the arrangement was made through the cooperation of the Department of Public Instruction and the Special Education office for the ND School for the Blind to provide all instructional materials to visually impaired children in public school programs throughout the state. This is accomplished primarily through the American Printing House for the Blind, who produces large print and Braille textbooks on a Quota system. The Quota system provides $113.29 in kind, for every blind student registered in the state.



## ADULT DEAF BLIND PROGRAM

Working together with the parents of the deaf/blind and multihandicapped and the Developmental Disabilites agency, plans were made to provide a transition program for deaf/blind students over the ages of 21.

There are approximately 15 to 18 students that will be reaching this age bracket in the next two years who will be needing an activity program and home setting, until such time as the Developmental Disabilites agency can provide some type of community base program. ND School for the Blind was selected as a site for this interim program. Plans were formulated and the request was made, and approval given, by the legislature to begin the program during the 1985-87 biennium. $230,000 was appropriated for this program.

## PROGRAMS AND ACTIVITIES

The major goal of NDSB is to provide educational services to the blind and visually impaired/multihandicapped students through a residential/educational facility as well as provide instructional resources to all visually impaired children in public schools in North Dakota. Another goal is to develop the program for the adult deaf/blind population in the biennium to come.

Objectively, this will be accomplished by consulting with other agencies such as the Grafton State School and the ND School for the Deaf for technical information and assistance. Appropriate staff will be employed to provide the needed services. It is indicated that the adult deaf/blind program will serve those persons functioning from a 3 to 4 month level to that of a 4 or 5 year old.

# PROGRAMS

## PRESCHOOL PROGRAM

The preschool program enables visually impaired 3 to 5 year olds to receive a head start in developing cognitivity and also concepts so that the child can develop independence to his or her fullest potential. This group of children are mostly multihandicapped visually impaired and are also receiving occupational, physical and speech therapies. Our teacher is fully certified in the area of teaching visually impaired, as well as preschool multihandicapped. The program is also staffed with classroom aides and a foster grandparent.

The most significant benefit of the preschool program experience is that, when the child reaches the age when formal schooling has to be considered, the appropriate educational setting can be determined and can be made logically with a knowledge of the child's special needs and abilities.

## THE K - 12 PROGRAM

Since the advent of P.L. 94-142 ten years ago, NDSB has cooperated fully by encouraging visually impaired school age children to be in the least restrictive environment with an appropriate education program in his home school district. We have seen the enrollment of children within the normal ranges of intelligence deplete until, at the end of the biennium, there were but 6 academic students remaining. [The balance of the enrollment were considered to be lower functioning multihandicapped visually impaired children].

At the end of the biennium, there was one going into kindergarten, one 6th grader, 3 sophomores and one senior. The kindergarten student is to be in a cooperative program with a nearby public school. The sophomores spend half days at Central High School, and the senior will graduate.

The K - 12 program focuses on the development of the **whole** student, which not only provides him or her with a basic education, but includes cultivating one's social development to make them more acceptable to our society and better productive citizens of North Dakota.

## MULTIHANDICAPPED/VISUALLY IMPAIRED PROGRAM

During the 1983-85 biennium, we have concentrated on providing better services to a group of students whose needs vary in many ways. Most of these students are classified as severely and profoundly handicapped, and also are visually impaired. Most of the students in this program have severe cognition, motor, sensory, and behavior training needs.

During the biennium, we have served 42 students in this program.

This program concentrates on developing cognitive skills, language development, and motor skills as directed by their Individual Education Programs. The program utilized the prevocational area, which simulates a day activity center and/or a sheltered workshop.

The goal for these students is to someday move them to a group home in a community based program.

# EVALUATIONS

**1983 - 85 ACTIVITIES:**

Programs during this biennium remained somewhat stationary primarily due to budget restraints. Activities during the biennium included:

September, 1983:

Rene Thiel, deaf/blind student, went to the Helen Keller National Center with two staff persons for additional training.
Employee Advisory Committee organized.
Visited by staff at the American Printing House for the Blind, Louisville, Ky.
Lions Club contributes $1,150 for gym equipment.
Speakers arranged to talk to high school students on careers.
Vision teachers in North Dakota met in Minot.
Students participate in a track and field meet at the Braille School in Faribault, MN.

October, 1983:

Grand Forks Lions Club were guests of the school for noon lunch.
Attended annual meeting as an ex-officio member of the Board of the American Printing House for the Blind.
Staff attend various workshops and conferences: Mobility, Libraries, and Pre-school programs.
Held a computer workshop for teachers during NDEA break.
Principal attended the Association for the Education of Visually Handicapped in Pierre, SD.
Administrators met with ND Special Ed Directors in Devils Lake, and the ND Association of School Administrators in Bismarck.
Olga Neal, NDSB teacher, named as State Employee of the Year.

November, 1983:

Special Olympics bowling banquet held at NDSB.
NDSB hosts Thanksgiving dinner for parents and friends from the Grand Forks community.
Director of Education attended workshop on Project **Insite**, an infant stimulation program.
Hearing screening was done on all students.

December, 1983:

Crisis Intervention workshop held.
Lions Club Christmas party for children.
Student begins training at the Evaluation & Training Center in Fargo.
High school students visit AVTI in East Grand Forks.
Christmas vacation.

January, 1984:

Sledding party for students at Turtle River State Park.
UND professor gave inservice on Genetics.
Students participate in goal ball tournament at Braille School in Faribault, MN.
Student attends Ski For Light program in SD.
New clocks installed throughout all buildings.
Inservice program on Sensory Aids for the Blind.

February, 1984:

Students participate in goal ball tournament at SD School for the Visually Handicapped in Aberdeen, SD.
New drapes provided in classrooms.
Teachers attend State CEC meetings in Fargo.
Students participate in goal ball tournament in Faribault, MN.

March, 1984:

Performance, "Hand in Hand", held in NDSB gym.
NDSB hosts goal ball and swimming competition with students from Minnesota and South Dakota schools for the blind.
Inservice on "Assessing Learning Styles".
Quota Club carnival at NDSB.
Self study for reaccreditation begins.
Staff evaluations completed.
Teacher and student attend Close Up in Washington, DC.
Bids opened for replacing waterpipes in school building.

April, 1984:

Staff and student visit sheltered workshop in Sioux Falls, SD.
Deaf/blind Parents Group meeting in Devils Lake.
UND Adaptive Swimming Workshop.
Volunteer recognition dinner.

May, 1984:

Senior field trip to Minneapolis.
Tea honoring graduates.
Five students graduate from NDSB.

June, July, August, 1984:

Eight week summer school for deaf/blind students.
New waterlines put into school building.
New cabinet and walk-in cooler put in kitchen.
Summer camp conducted at Turtle River State Park for one week.
1985-87 Budget prepared and submitted.
Deaf/blind students visit Flaat farm.

September, 1984:

- Staff workshops for school opening.
- School began fall session.
- Superintendent attends last meeting of the Mt. Plains Regional Center for Deaf/blind Board of Directors.
- Students go to Turtle River State Park for weekend camping trip.
- CPR workshop held for all staff.
- Legislative Council Budget tour group visits school.
- Orientation & Mobility inservice held.

October, 1984:

- Developmental Disabilities Task Force met at NDSB.
- Students have pizza party.
- Staff attend annual meeting of A.P.H.
- Participated in Inter Agency Forum Fair.
- Delta Gamma hosts Halloween party for students.

November, 1984:

- Joint meeting of schools for the blind superintendents of Minnesota, South Dakota & North Dakota at NDSB.
- Parents' Day held at NDSB.
- Teacher evaluations completed.
- Pi Beta Phi teaches students to dance.
- Monitoring of Title I, PL. 89-313 and 94-142 completed by DPI.

December, 1984:

- Annual Lions Club Christmas party held for students.
- "Stanford 500" race for Industrial Arts students.
- Superintendent of DPI elect, Wayne Sanstead visits school.
- Annual staff Christmas party held at Elks Club.

January, 1985:

- DVR staff visits NDSB.
- Annual meeting of North Central Ass'n. of Schools for Visually Handicapped in Aberdeen, SD.
- Students are guests of GF Optomist Club.
- CPR refresher inservice.
- Legislative session begins in Bismarck
- Deaf/blind Parents Group meet in Bismarck.
- Chair lift installed in school bus.
- NDSB budget presented to Senate Appropriations Committee.

February, 1985:

- Adaptive Activities Classes of UND held at NDSB.
- Staff attends symposium for the Management of Profoundly Retarded Multihandicapped in Minneapolis.
- Goal ball tournament in Aberdeen, SD.
- Valentine party held for students.

March, 1985:

- School visited by school board members from Stanley, ND.
- Staff provides infant stimulation evaluation in Dickinson.
- Annual meeting of North Central Ass'n. of Superintendents of Residential Schools for Visually Handicapped at Columbus, OH.
- Lovass Workshop held at Grafton State School.
- Teacher and two students attend Close Up in Washington, DC.

April, 1985:

- NDSB hosts goal ball tournament with participants from Minnesota & South Dakota.
- Students travel to Vinton, IA, for a track and field event.
- Hosted South Forks Lions Club for breakfast.

May, 1985:

- Building & Maintenance of Colleges and Universities met on NDSB campus.
- Sandra Brandt employed as Education Specialist replacing position vacated by the Director of Education.
- Students go on camping trip to Itasca State Park.
- NDSB Spring music concert held.
- Graduation - two graduates.

June, 1985:

- Very Special Arts festival held in Grafton.
- Deaf/blind summer session begins.

## TRENDS

It is evident that the ND School for the Blind will soon be a training center for visually impaired/multihandicapped children. Since the advent of P.L. 94-142 ten years ago, we have seen a decline in students within the normal ranges of intelligence and the single handicap of being visually impaired or blind.

School districts throughout the state have accepted the responsibility of accepting these children in public school programs. At the present time, there are 38 visually impaired students identified in public schools throughout the state. NDSB will have the responsibility of providing services to these students.

Children being served at the ND School for the Blind are still visually impaired, however, they have other handicapping conditions that preclude them from public school programs. Secondary handicaps include deaf/blind, mentally retarded, epileptic, diabetic, orthopedic handicapped, emotionally disturbed, congenital heart conditions, and various other problems that make them unacceptable for public school programs.

The multihandicapped-visually impaired students at NDSB consist of children that are low functioning, severely and profoundly handicapped with sensory impairments.

**The child must be visually impaired to be enrolled at ND School for the Blind.**

To serve the present student load, the need is for programs in occupational therapy, physical therapy, speech therapy, orientation and mobility, activities of daily living and workshop or day activity type programs.

Academic teachers have retrained to serve the lower functioning student.

FOSTER GRANDPARENT PROGRAM
FOSTER GRANDPARENT PROGRAM

## FUTURE DIRECTIONS

The course ahead for NDSB is clearly evident, continuing to serve the visually impaired/multihandicapped student in the residential setting. The staff continues to shift gears to provide proper programming for the severely sensory impaired, multihandicapped student. Utilizing the services of outside resources, we continue to utilize as many community services as possible that include: Northeast Human Service Center, Medical Center Rehabilitation Hospital, Vocational Rehabilitation, Developmental Disabilities, Grand Forks Public Schools, University of North Dakota, College of Nursing, Center for Teaching and Learning, Occupational Therapy/Physical Therapy Department, and Communicable Disorders.

Since 1973 when visually impaired/multihandicapped students were admitted to the school, enrollments have been as follows:

| | Total | Academic | Low functioning m.h. (non-academic) | Percentage of m.h. (non-academic) |
|---|---|---|---|---|
| 1972 - 73 | 33 | 30 | 3 | 9% |
| 1973 - 74 | 37 | 32 | 5 | 13.5% |
| 1974 - 75 | 36 | 30 | 6 | 16.6% |
| 1975 - 76 | 53* | 25 | 28 | 52.8% |
| 1976 - 77 | 50 | 20 | 30 | 60% |
| 1977 - 78 | 46 | 15 | 31 | 67% |
| 1978 - 79 | 42 | 13 | 29 | 69% |
| 1979 - 80 | 39 | 11 | 28 | 71.7% |
| 1980 - 81 | 39 | 10 | 29 | 74.3% |
| 1981 - 82 | 36 | 8 | 28 | 77.7% |
| 1982 - 83 | 36 | 7 | 29 | 80.5% |
| 1983 - 84 | 35 | 5 | 30 | 85.7% |
| 1984 - 85 | 32 | 4 | 28 | 87.5% |

* Year that deaf/blind students transferred from the Grafton State School

At the time of this writing, the four academic students remaining are 3 sophomores and one senior. The senior graduates in the spring of 1985. One of the sophomores will transfer back to his home school district.

## LONG RANGE PLANS

It is anticipated that NDSB would continue to serve the visually impaired serverely disabled child. It is evident that the incidence of these children is on the increase.

It is intended that we continue to qualify NDSB as the major resource center for all visually impaired students in North Dakota, serving school districts throughout the state.

The adult deaf/blind program will continue until such time as a community base program becomes available. Qualified staff need to be developed to provide services to deaf/blind individuals with severe behavior problems.

When serving this type of handicapped individuals effectively, qualified staff need to be available to meet the needs of these persons. Staff needed include:

1. Full time physical therapist
2. Behavior modification specialist
3. Teacher of the severely multihandicapped
4. Additional classroom aides
5. Resident care technicians

Physical plant needs include an elevator in the residence hall to move wheelchair students, and additional classroom space (2 classrooms) and a connecting corridor from the residence hall to the school building proper.

## NORTH DAKOTA SCHOOL FOR THE BLIND

### Expenditures July 1, 1983, to June 30, 1985

| | | Expenditures | |
|---|---|---|---|
| Program | 400 - Building and Major Improvements | 32.731 | |
| | 500 - Auxiliary Services | 382.455 | |
| | 600 - Administration | 312.300 | |
| | 700 - Resident Living | 396.311 | |
| | 800 - Education | 768.308 | |
| | Total Expenditures | | $1.892.105 |
| Salaries and Wages | | 1.492.016 | |
| | Sub Total | | $1,492,016 |
| Operating: | | | |
| | Travel | 9.621 | |
| | Water, Sewage, Garbage | 7.025 | |
| | Natural Gas | 3.498 | |
| | Electricity | 15.003 | |
| | Steam Heat | 61,785 | |
| | Motor Pool | 5.346 | |
| | Postage | 3,542 | |
| | Telephone | 11,538 | |
| | Repair Equipment - Auto | 214 | |
| | Repair Equipment - Other | 3,978 | |
| | Service Contracts | 9,993 | |
| | Repair Building and Grounds | 4,092 | |
| | Medical - Hospital | 3,659 | |
| | Professional fees not classified | 63.234 | |
| | Insurance | 1,754 | |
| | Dues - Membership | 1,893 | |
| | Data Processing | 158 | |
| | Laundry and Dry Cleaning | 665 | |
| | Extermination Services | 619 | |
| | Other Miscellaneous fees | 13.586 | |
| | Office Supplies | 2.204 | |
| | Central Supply | 1,791 | |
| | Printing | 957 | |
| | Books | 3.822 | |
| | Periodicals - Subscriptions | 1,419 | |
| | Educational Supplies | 16.829 | |
| | Food Supplies | 53.147 | |
| | Dry Goods | 2.506 | |
| | Medicine and Drugs | 1,151 | |

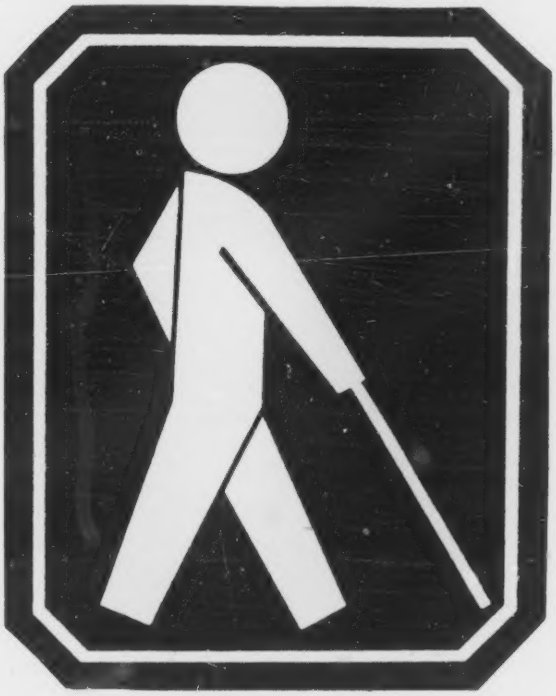
| | | |
|---|---|---|
| Other Medical Supplies | 2,589 | |
| Dishes | 1,872 | |
| Laundry Supplies | 2,017 | |
| Janitorial Supplies | 2,467 | |
| Seed, Shrubs, Fertilizer | 399 | |
| Hardware, Building Supplies | 23,852 | |
| Equipment Repair Parts | 2,501 | |
| Supplies not Classified | 780 | |
| Gasoline | 5,056 | |
| Sub Total | | $346,562 |
| Equipment: | | |
| School Equipment | 8,723 | |
| Equipment Under $100 | 986 | |
| Office Machines | 106 | |
| Furniture and Furnishings | 3,984 | |
| Motor Vehicles | 6,997 | |
| Sub Total | | $20,796 |
| Major Improvements: | | |
| Hardware and Building Supplies | 162 | |
| Contractor Payments | 32,569 | |
| Sub Total | | $32,731 |
| **Total Expenditures** | | **$1,892,105** |
| Revenue: | | |
| Federal Money | | $ 51,546 |
| Institutional Collections | | $ 316,369 |
| General Fund | | $1,524,190 |

## INSTRUCTIONAL RESOURCE CENTER

During the spring of 1985, the Special Education office of the Department of Public Instruction transferred the responsibility of providing instructional materials to visually impaired students in the public schools to ND School for the Blind.

NDSB, working with the Department of Public Instruction and special education directors throughout the state, now provides all instructional materials to these children through our media center. In reality, this makes NDSB somewhat responsible for not only instructional materials, but other services through an **Outreach Program.**

The Outreach Program would include providing child evaluations, low vision services, consultant services, a pre school program for parents, and specialized equipment. In essence, the whole state of North Dakota would be our school yard.



## International Symbol

A stylized figure of a person walking with an outstretched cane has been adopted by the World Blind Union as an international symbol for blindness. The Union recommends that the white-cane design be used as a traffic sign, as a symbol of access, a logotype on letterheads and magazines, and in other appropriate ways. The design has been used as a traffic sign in many parts of the world and was the most popular symbol for blindness among those considered by World Blind Union members.

# RESOURCES

Regular meetings are held for four major areas at the ND School for the Blind. These include:

Administrative Staff, weekly
Residence Hall Staff, biweekly
Educational Staff, weekly
Employee Advisory Committee, monthly

Minutes of all meetings are on file in the office of NDSB.

Brochures are prepared from time to time for distribution to the public. These include a sample Braille card, a four-page folder explaining programs, and a new brochure is being prepared describing the **Instructional Resource Center** and the **Outreach program.**

A 14 minute slide/cassette tape is also available for public use, although the presentation is outdated and needs to be updated.

Staff are always available to provide presentations to service clubs.

Field trips through the school are limited to health and career oriented groups. There are appoximately one or two tours through the school each week.

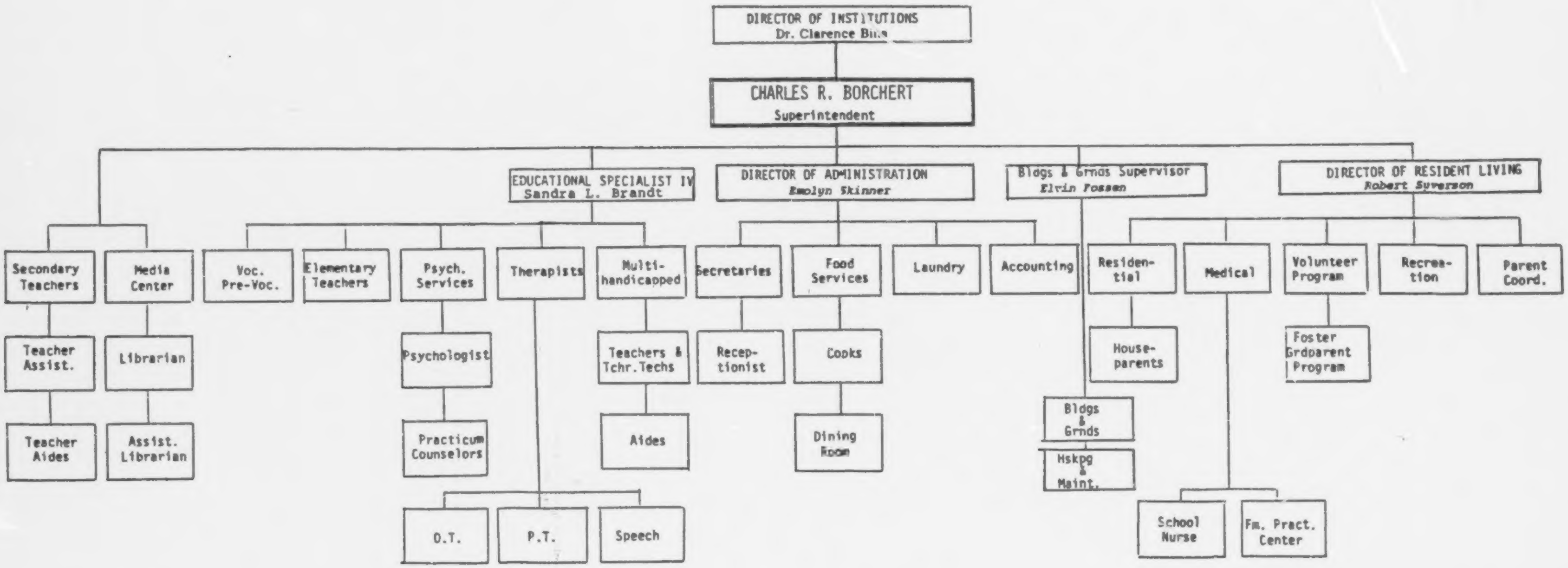
The school also makes the gym and therapeutic swimming pool available to outside groups that include water execise for arthritics, special olympics, senior citizens, and handicapped groups from the Grand Forks community and the University of North Dakota.

National Accreditation Council
for Agencies Serving the Blind & Visually Handicapped

North Central Association of Colleges & Schools NCA

# THE NORTH DAKOTA SCHOOL FOR THE BLIND

## ORGANIZATION CHART


DIRECTOR OF INSTITUTIONS
Dr. Clarence Bi
CHARLES R. BORCHERT
Superintendent
EDUCATIONAL SPECIALIST IV
Sandra L. Brandt
DIRECTOR OF ADMINISTRATION
Emolyn Skinner
Bldgs & Grnds Supervisor
Elvin Fossen
DIRECTOR OF RESIDENT LIVING
Robert Syverson
Secondary Teachers
Teacher Assist.
Teacher Aides
Media Center
Librarian
Assist. Librarian
Voc. Pre-Voc.
Elementary Teachers
Psych. Services
Psychologist
Practicum Counselors
Therapists
O.T.
P.T.
Speech
Multi-handicapped
Teachers & Tchr.Techs
Aides
Secretaries
Receptionist
Food Services
Cooks
Dining Room
Laundry
Accounting
Bldgs & Grnds
Hskpg & Maint.
Residential
Houseparents
Medical
School Nurse
Fm. Pract. Center
Volunteer Program
Foster Grdparent Program
Recreation
Parent Coord.

1985

# STAFF

## NORTH DAKOTA SCHOOL FOR THE BLIND

### Administration

| | |
|---|---|
| Charles R. Borchert | Superintendent |
| Sandra Brandt | Education Specialist |
| Emolyn Skinner | Business Manager |
| Robert A. Syverson | Director of Resident Living |

### Education Staff

| | |
|---|---|
| Rebecca Anderson | Orientation & Mobility Teacher |
| Betty Bender | Media Specialist/Librarian |
| Natalie Carlson | Adult Deaf/Blind Teacher |
| Kari Chiasson | Daily Living Skills Teacher |
| Margaret Close | Upper Elementary Teacher |
| Barbara Delohery | Multihandicapped Teacher |
| Donna Iszler | Music Teacher |
| Berneice Kirk | English/Social Studies Teacher |
| Nancy Kracl | Multihandicapped Teacher |
| * Diane Mihulka | Pre-vocational Teacher |
| Olga Neal | Lower Elementary Teacher |
| Anne Nielsen | Pre school Teacher |
| James Smith | Physical Education Teacher |
| Janice Sowokinos | Math/Science Teacher |

### Support Staff

| | |
|---|---|
| Muriel Benson | Dining Room |
| Lois Boushee | Houseparent |
| Mary Boushee | Dining Room |
| Rangina Bina | Laundry |
| * June Corbid | Housekeeping |
| Doreen Dusterhoft | Cook |
| Elvin Fossen | Maintenance |
| Ellsworth Grove | Maintenance |
| Ruth Holweger | Office Secretary |
| Vivian Johnson | Cook |
| * Cora Jorde | Housekeeping |
| Lina Hanson | Teacher Technician |
| LeAnn Moses | Teacher Technician |
| Jean Pilon | Teacher Aide |
| Mary Prigge | Teacher Technician |
| Anna Robertson | Cook |
| Barbara Taylor | School Nurse/RN |

### Residence Staff

| | |
|---|---|
| Paul Baker | Live-in Houseparent |
| * Lynn Bernier | Houseparent |
| * Teresa Brevik | Houseparent |
| * Barbara Gefroh | LPN/Houseparent |
| * Connie Gonzalez | Houseparent/LPN |
| * Nancy Gray | Houseparent |
| * Jill Greenwood | Houseparent |
| Susan Gudvangen | Houseparent |
| * James Haney | Houseparent |
| Vicki Knodel | Houseparent/LPN |
| * Koren Kuznia | Houseparent |
| * Jayne Lokken | Houseparent |
| Maureen Maroney | Houseparent/LPN |
| Carol Merriman | Houseparent |
| * Karen Moen | Houseparent/Lifeguard |
| * David Morstad | Houseparent |
| * Loretta Netterville | Houseparent |
| Laurel Pearson | Houseparent |
| * Julie Robinson | Houseparent |
| Karen Runge | Houseparent |
| * Jaclyn Sandeen | Houseparent |
| Brenda Stone | Houseparent/LPN |
| Mary Stygar | Houseparent |
| * Kristine Uhrich | Houseparent |

### Foster Grandparents

Olga Christiansen
Barbara Fontaine
Willie Junglas
Luella Lund

### Physical Therapy

* Rhonda Steenstra

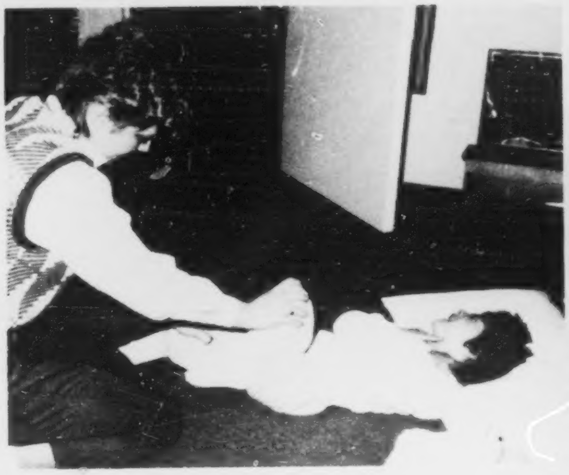
### Occupational Therapy

Sonya Mingo

### Speech

* Donna Quesal
* Kathryn Flaat

* Part time employees



# STATE OF

## SCHOOL FOR THE DEAF

# NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

**July 1, 1983 — June 30, 1985**

# THE NORTH DAKOTA SCHOOL FOR THE DEAF

## FORTY-SEVENTH

## BIENNIAL REPORT

July 1, 1983 through June 30, 1985

Dr. Gary L. Holman
Superintendent

North Dakota School for the Deaf

DEVILS LAKE, ND 58301 PHONE (701) 662-3031

Clarence A. Bina, Ph.D.
DIRECTOR OF INSTITUTIONS, BISMARCK
GARY L. HOLMAN, PH.D.
SUPERINTENDENT, DEVILS LAKE

November 13, 1985

Dr. Clarence A. Bina
Director of Institutions
State Capitol
Bismarck, ND 58505

Dear Dr. Bina,

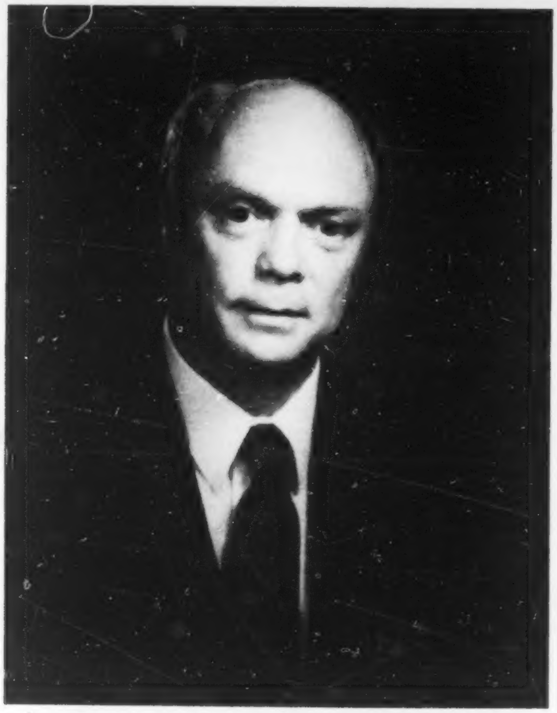
Enclosed is the biennial report for the North Dakota School for the Deaf for the period beginning July 1, 1983, and ending June 30, 1985.

Very truly yours,

Gary L. Holman

Gary L. Holman, Ph.D.
Superintendent

Serving the Deaf and Hard of Hearing of North Dakota since 1890



Gary L. Holman, Ph.D., Superintendent

## INTRODUCTION

The 1983-85 biennium at the North Dakota School for the Deaf (NDSD) was filled with a positive mixture of assessing the needs of deaf school age students, evaluating programs throughout the school, and making appropriate changes.

Many of the changes were influenced by the Education of All Handicapped Children Act (P.L. 94-142), by changes in the financial status of the State of North Dakota, and by the advanced technology within the field of deaf education.

Federal legislation (P.L. 94-142) has required the staff at NDSD to respond to the mandates of the Act in ways specific to the delivery systems available to North Dakota deaf children whether they attend school at NDSD or are enrolled in public school programs.

With reduced revenues for the biennium, it became necessary for the staff at NDSD to economize in the use of energy, the use of supplies, the maintenance of facilities, and most of all to devise new and more efficient utilization of personnel.

As you will see in this 1983-85 Biennial Report, a great deal of progress was made toward the school's goal of making each deaf graduate an independent tax paying citizen of our state.

# NORTH DAKOTA SCHOOL FOR THE DEAF
# BIENNIAL REPORT
## July 1, 1983 to June 30, 1985

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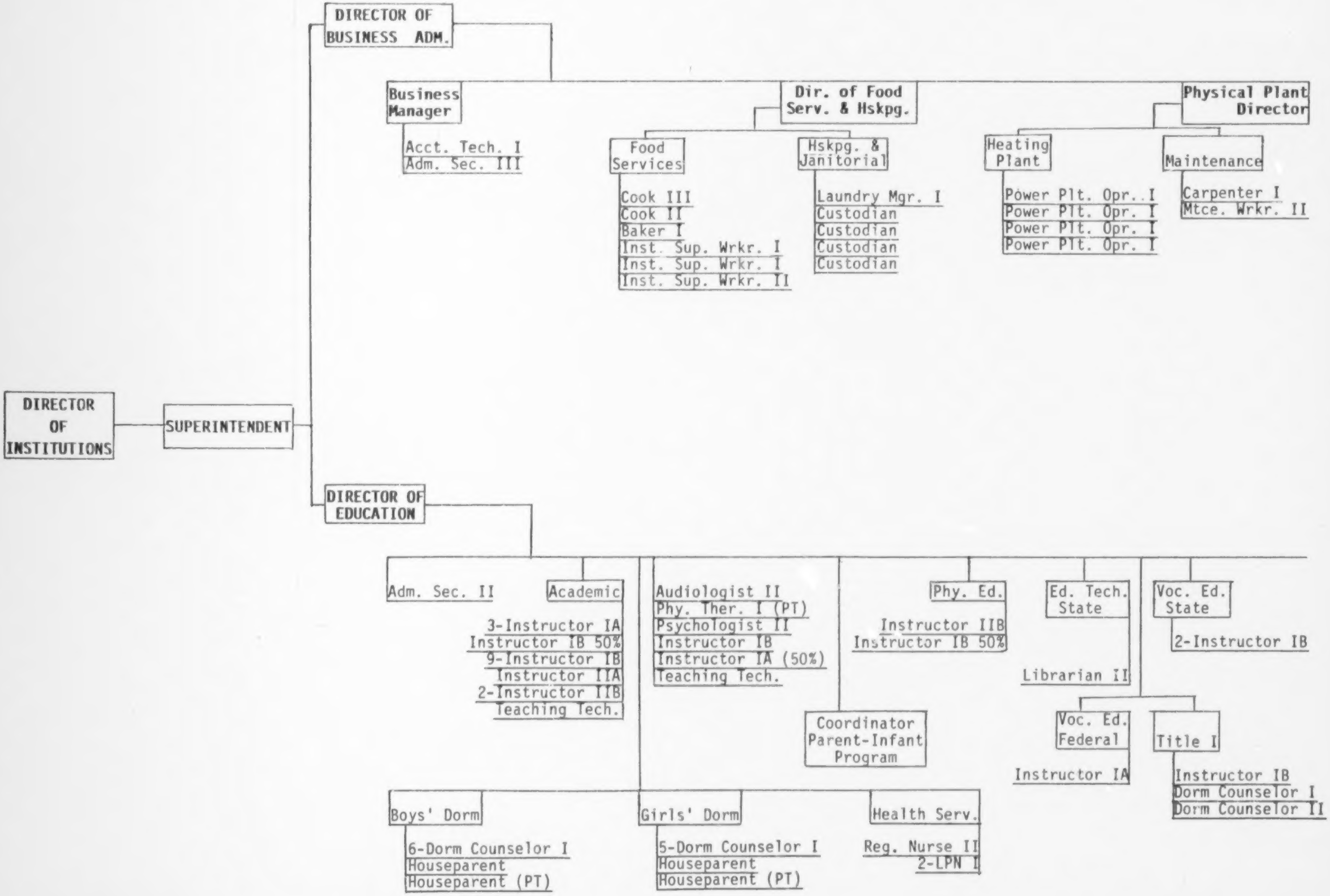
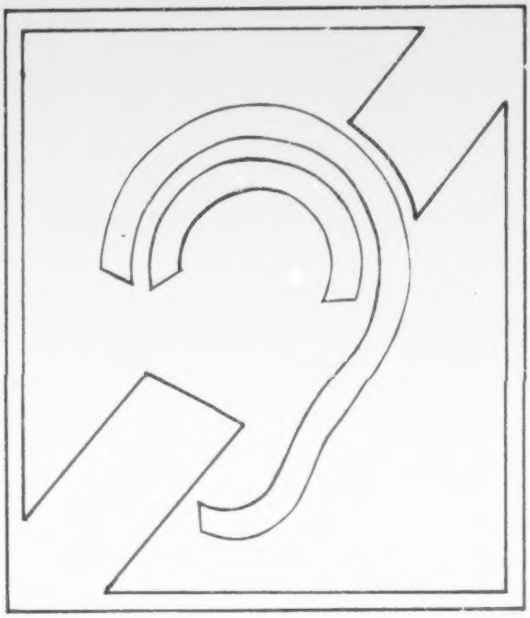
# NORTH DAKOTA SCHOOL FOR THE DEAF


DIRECTOR OF INSTITUTIONS
SUPERINTENDENT
DIRECTOR OF BUSINESS ADM.
Business Manager
Acct. Tech. I
Adm. Sec. III
Dir. of Food Serv. & Hskpg.
Food Services
Cook III
Cook II
Baker I
Inst. Sup. Wrkr. I
Inst. Sup. Wrkr. I
Inst. Sup. Wrkr. II
Hskpg. & Janitorial
Laundry Mgr. I
Custodian
Custodian
Custodian
Custodian
Physical Plant Director
Heating Plant
Power Plt. Opr. I
Power Plt. Opr. I
Power Plt. Opr. I
Power Plt. Opr. I
Maintenance
Carpenter I
Mtce. Wrkr. II
DIRECTOR OF EDUCATION
Adm. Sec. II
Academic
3-Instructor IA
Instructor IB 50%
9-Instructor IB
Instructor IIA
2-Instructor IIB
Teaching Tech.
Audiologist II
Phy. Ther. I (PT)
Psychologist II
Instructor IB
Instructor IA (50%)
Teaching Tech.
Coordinator Parent-Infant Program
Phy. Ed.
Instructor IIB
Instructor IB 50%
Ed. Tech. State
Librarian II
Voc. Ed. State
2-Instructor IB
Voc. Ed. Federal
Instructor IA
Title I
Instructor IB
Dorm Counselor I
Dorm Counselor II
Boys' Dorm
6-Dorm Counselor I
Houseparent
Houseparent (PT)
Girls' Dorm
5-Dorm Counselor I
Houseparent
Houseparent (PT)
Health Serv.
Reg. Nurse II
2-LPN I

1/85



# FUNCTION AND EVALUATION

## STATUTORY AND/OR CONSTITUTIONAL RESPONSIBILITIES

The North Dakota School for the Deaf, established in 1890 by the North Dakota Constitution and located in Devils Lake, is under the direction, control, and management of the Director of Institutions. The School is an educational institution supported by the State for the education of children whose hearing is so impaired they are unable to progress satisfactorily in the public schools. To be eligible for enrollment, hearing impaired children must be between the ages of 0 and 21, residents of North Dakota, and educable.

Board, room, laundry, tuition, books and supplies, and all related services are provided by the State. Parents are responsible for clothing, incidental expenses, dental care, and hospitalization.

Although the North Dakota School for the Deaf is supported by the State and is sometimes known as an institution, it should not be confused with other types of institutions. It is a school using specialized methods of instruction. The students attend nine months (*180 days*) per year. Their vacation periods are the same as public schools, and they are home for approximately three months during the summer. Parents or guardians do not relinquish any of their rights by enrolling their children in the school.

The campus is located on the northwest edge of the City of Devils Lake on a tract of land embracing 51.26 acres. Its buildings, grounds, and equipment represent an investment of over five million dollars.

## PHILOSOPHY OF EDUCATION

To provide individual educational programs for the hearing impaired students of North Dakota designed to prepare them to be productive members of society.

The primary emphasis of each child's program is the development of functional language including both expressive and receptive skills—*speech, speech reading, manual communication, reading, writing, and auditory processing.* As language proficiency permits, each child's program will stress development of positive social and emotional attitudes, achievement in academic subjects, vocational exploration, and the development of independent living skills.

Through the coordination of the academic and residential living programs, progress toward the attainment of each child's potential will be made in. . .

. . .the development of communication skills for interacting with both hearing and deaf members of our society.
. . .the development of skills in identifying problems, thinking effectively about them and acting constructively toward their solutions.
. . .the development of positive student attitudes about self and their deafness, in addition to their roles in their families and in society.
. . .the productive use of leisure time such as the acquisition of a broad range of interests, appreciation of recreational reading, hobbies, games, physical skills, fine arts, and extra curricular activities.
. . .learning self control in concert with society's standards and developing the lasting values of honesty, truthfulness, and respect for authority.
. . .the exploration of vocational and post secondary educational alternatives.

## STUDENT POPULATION

Deaf students from counties throughout the state continue to enter the preschool program and graduate from the high school. During the 1983-85 biennium, seven students were admitted into the preschool while 19 were graduated from the high school. The large group of graduates represents the aftermath of handicapped babies born during the 1964-66 maternal rubella epidemic.

The graduating class of 1984 consisted of twelve students of whom seven entered post secondary programs, four directly entered employment, and one became a resident in a group home.

The graduating class of 1985 totaled seven young men and women. Five students elected to take the Gallaudet College entrance examination. Gallaudet College, a liberal arts college located at Washington, DC, has a five-year undergraduate program—*a preparatory year and four years of college level study resulting in a baccalaureate degree.* The high quality academic program offered at NDSD was confirmed when it was learned that all five NDSD graduates passed the examination and were accepted directly into the freshman class—*bypassing one entire year of study.* One graduate received further distinction when she was entered as an honor student.

The two graduates who elected not to take the Gallaudet examination were interested in trade and technical post secondary experiences and have entered the North Dakota State School of Science in Wahpeton and the Trade and Vocational Institute in St. Paul, Minnesota.

## EDUCATIONAL PROGRAMMING

The academic program continues to be divided into two major ability groups. The main group of students receives a concentrated program of language instruction combined with courses of study in math, science, social studies, reading, speech, and physical education. Special efforts are made with those students to integrate all appropriate subject matter into a problem solving format. Hence, the main focus of the academic program is to prepare to adapt to change, make good decisions, and solve problems either on the job or in a post secondary educational program.

The second group of students are those who have handicaps in addition to deafness. They are enrolled in the Special Studies Department where academics are also taught, but in a functional format. Each student is continually evaluated so that his progress or non-progress is noted and appropriate changes in materials, methods, and programming can be made.

The Education for All Handicapped Children Act of 1975 [*P.L. 94-142*] has required an emphasis on maintaining and expanding mainstreaming experiences for NDSD students. During the 1983-85 biennium the exchange of students to and from the Devils Lake Public Schools increased. Deaf students attended vocational classes at Lake Area Vocational Technical Center [*LAVTC*] in welding, health careers, office related skills, general mechanics, data processing, drafting, and computer business application. Academic classes at Devils Lake Central High School included deaf students studying accounting, geometry, responsible living, algebra, and art.

As an exchange of program options for hearing students, NDSD classes included non-deaf students from local public schools in industrial arts, physical education, and swimming.

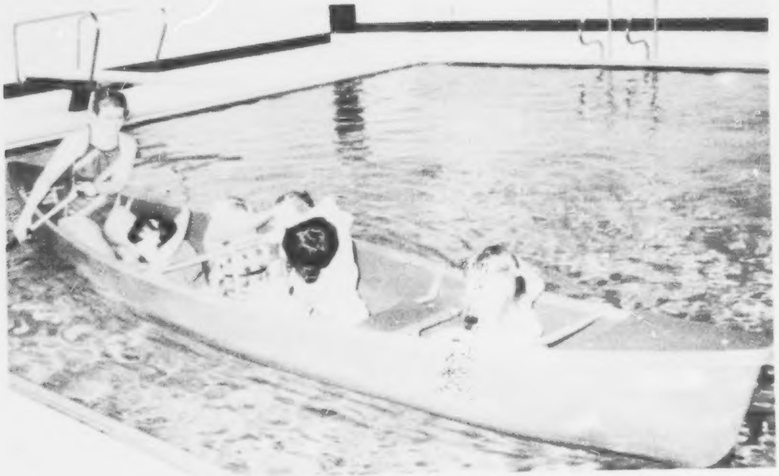
Hearing students from Devils Lake Public School and hearing impaired students from NDSD in mainstreamed physical education classes at NDSD

The following chart illustrates the extent of the mainstreaming efforts at NDSD. It shows the programs for each year of the biennium and the number of students participating.

| | 1983-84 | 1984-85 |
|---|---|---|
| Deaf Students to Public School Programs | | |
| LAVTC | 14 | 10 |
| DLC Wrestling/Football | 3 | |
| Academic Classes | 2 | 20 |
| Track | | 1 |
| Art | | 2 |
| Deaf Students to Lake Region Community College | | 1 |
| Hearing Students to NDSD Programs | | |
| Swimming & Water Safety | 218 | 221 |
| Industrial Arts | 4 | 5 |
| Graphic Arts | 14 | 6 |
| Physical Education | | 45 |

Varsity Football

Flag Football



Water Safety

Social or after-school mainstreaming programs have been increased during the biennium. Among those available are elementary programs in flag football, basketball, cross country track, and regular track activities. Clubs such as Brownies, Scouts, and visitations to local elementary schools have expanded the deaf students' perceptions of programs available to them and to their hearing peers.

High school students at NDSD and Devils Lake Central are developing more friendships. As a way of maintaining those relationships, deaf students are invited to public school dances, pep rallies, and so forth, and have accepted the opportunities with enthusiasm. In addition, public school student professional organizations have been very cooperative in including deaf students. During the 1983-85 biennium, deaf students held offices in clubs such as Future Business Leaders of America (*FBLA*) and Distributive Education Clubs of America (*DECA*). James Johnson was elected state treasurer for FBLA and also received 2nd place in the state-wide competition. Daryl Frelich received 1st place in a state-wide computer design competition and attended the national competition later that year in Texas.

Close-Up is a nationally sponsored program for high school juniors and seniors designed to help them learn first-hand about our federal government. Funds for the program are raised by each family through personal contributions and from service clubs. The program consists of a one-week experience in Washington, DC, for the deaf students and an NDSD staff member. The week is well organized and through a combination of lectures, tours, discussions, debates, and interviews with elected and appointed officials, the students and staff member learn a tremendous amount about our government.

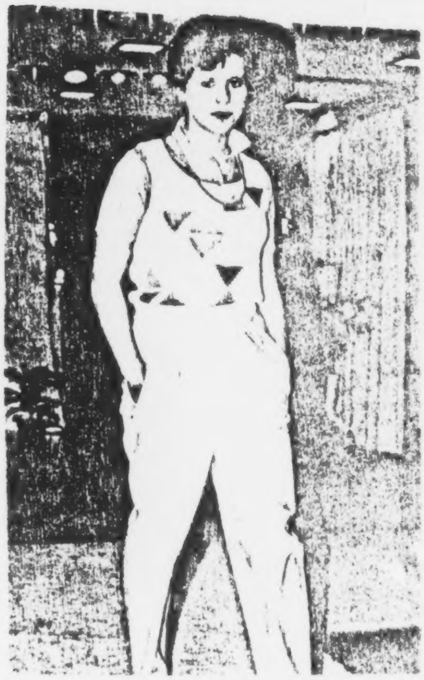
During the 1984-85 school year, the State of North Dakota sponsored a similar experience for students and staff. It was designed to show students the relationship between state and federal government. Two NDSD students attended.

North Dakota Close-Up at the State Capitol
NDSD instructor, student, and local legislator

In 1984 four deaf boys went to the Washington, D.C., Close-Up and in 1985 four junior girls attended the sessions.

Examples of education and social activities NDSD students experienced during the 1983-85 biennium are. . .

- . . .speakers on drug and alcohol abuse
- . . .visitation to the State Capitol and Heritage Center
- . . .senior class trip to Winnipeg in 1983 and to Grand Rapids, Minnesota in 1984
- . . .visitation of the Winnipeg School for the Deaf at NDSD for social and sports exchange
- . . .The Theatre of Silence from Montana State University performed & held workshops at NDSD
- . . .lectures and slides from Norway exchange students
- . . .LRCC, community, and NDSD cooperative style show (below, two NDSD participants)



## RESIDENT LIVING

The after-school program has been an excellent arena for students to practice skills learned in school. As with all learning, opportunities to observe the application of new knowledge to problem solving must be abundant. Therefore, the residential staff is encouraged to plan activities to extend the school day. Examples of off-campus excursions during the biennium included downtown shopping, church activities, cookouts, and picnics, and trips to the lake, Grand Forks for shopping, Winnipeg for sports exchanges, the hometowns of students for basketball games, and the Devils Lake Youth Center.

The residential program is staffed with individuals possessing college training or degrees in early childhood, psychology, sociology, education, or other human service fields. Hence, the students received guidance in personal living, human adjustment, and social development as needs arose. The after-school language program is a good example of structured educational classes. During the 1983-84 school year, mini units were presented to the children on school spirit, decision making, "You and Your Family", Scouting, and communication systems. In 1984-85 the units included sex education, Girl Scouting, hunter safety, and alcohol and drug abuse.

## PARENT EDUCATION

The North Dakota Parent/Infant Program for the Hearing Impaired provides parents with knowledge about deafness as well as how they can assist in the educational process of their child. The program has two goals—*early identification of hearing loss and early intervention with those children who have been diagnosed as being hearing impaired.* The program is based at the North Dakota School for the Deaf and operates in cooperation with Infant Development Programs to teach parents how to stimulate their children while they are in the critical learning years of early childhood. Through a process involving home visits, informal counseling, and structured lessons for parents, the Parent/Infant Program staff helps parents understand the emotional and educational needs of their hearing impaired children. During the 1983-85 biennium, the Parent/Infant staff has worked with 33 hearing impaired children and their families.

*(Right: mother and infant during a home visit)*

The school staff continues to hold parent workshops on campus. The workshops usually involve two or three sets of parents who visit classes, attend lectures, participate in group discussions, receive opportunities to learn about their child's status, and discuss the handicap of deafness with other parents and the school staff. During the 1983-85 biennium, ten workshops were held and 40 parents were involved.

Parent Workshop at NDSD

## ACCREDITATION

After one year of self-study, the staff of NDSD invited two accrediting agencies to send site visitors to the school for the purpose of assessing its programs. On a national level in the field of deafness, the Conference of Educational Administrators Serving the Deaf (*CEASD*) was represented by Peter Ripley, Superintendent of the Missouri School for the Deaf; Dr. Joseph Giangreco, Superintendent of the Iowa School for the Deaf; and John Shipman, Superintendent of the Wisconsin School for the Deaf. Representing the North Central Association of Schools and Colleges were Dr. Gary Gronberg, Assistant Superintendent for Special Education, ND Department of Public Instruction; Dr. Lowell Jensen, Assistant Superintendent of Bismarck Public Schools, and Lester Nyhus, Principal of Devils Lake High School.

After three days of interviews and on-site visitations, it was decided by the teams to submit a joint report of their findings. The report dated February 24, 1985, was summarized into two broad sections as follows:

***Commendations***

1. *The site visitors representing the NCA and the CEASD collectively and unanimously express sincerest thanks to the students, staff and administration of the North Dakota School for the Deaf for their unsurpassed enthusiasm, hospitality and helpfulness to the respective teams during the course of the site visit.*

2. *The site visitors would like to commend the faculty, staff and administration for the preparation of a comprehensive self-study document. It is our opinion that much thought and effort went into its preparation, and that its usefulness will increase in the months ahead as the North Dakota School for the Deaf continues in its quest for educational excellence.*
3. *The North Dakota School for the Deaf is to be commended for its obvious depth of commitment to the provision of a child-centered program. We find the staff to be dedicated and cooperative, both inter and intra departmentally. Finally, the high morale of the staff is evident in all areas.*
4. *We commend the students of the North Dakota School for the Deaf for their loyalty to the school staff and program. We have observed students at all levels who are well cared for, enthusiastic, inquisitive and motivated.*
5. *The condition of buildings is held up for commendation. We find the maintenance to be timely and of preventive nature. Care and cleanliness are of exceptional quality and the use of color and appropriate furnishings adds to the overall appearance.*
6. *The site visitors would like to commend the North Dakota School for the Deaf for their creativity and aggressiveness in working closely with the staff and administration of the Devils Lake Public Schools in establishing several varied opportunities for the exchange of students. These programs at the secondary level offer unique opportunities for deaf students in both the academic and vocational programs.*
7. *The North Dakota School for the Deaf is commended for the commitment to expanding outreach services to deaf children and their families at the preschool level. Meeting the needs of families with preschool deaf children will pay handsome dividends in improved educational accomplishments in future years.*

### ***Recommendations***

*Of a general broad-based nature, the site visitors suggest only three recommendations. We would emphasize, however, that each of the recommendations require considerable planning and effort on the part of the school, the Department of Institutions and, in some cases, the Department of Public Instruction and the Legislature. They are as follows:*

1. *Salary. Teachers' salaries are noted to be well below state averages, and well below comparable averages at state residential schools for the deaf. Quality faculty.cannot be recruited and maintained without strong commitments to the improvement of these scales. Concurrently, every effort should be made to maintain parity with other state agencies for salaries in the non-classified category of personnel. Administrative salaries should also be included in tests of parity to insure that proper remuneration is maintained for key administrative staff.*

2. *The team has observed the current efforts being made at the North Dakota School for the Deaf to serve multihandicapped students. This effort is commendable. However, we have also observed that there does not exist any clearly defined role for any state agency in providing broad-base services to multihandicapped deaf students. We would recommend a careful assessment of the resources available to serve these youngsters with consideration given to the levels of service possible at the North Dakota School for the Deaf, and those requiring the cooperation and assistance of other agencies. We would not suggest that the North Dakota School for the Deaf be necessarily viewed as a single-source provider of these services. Rather, we suggest a systematic plan be put in place with funding to follow where indicated.*
3. *The North Dakota School for the Deaf is currently engaging in some exciting efforts through their outreach program. We fully recognize that because of the current organization of outreach services in the state, a serious problem of fragmentation could exist. The probability of minimizing fragmentation can be enhanced by the development of a collaborative plan for providing outreach services. Such a collaborative effort will insure that the most effective and productive model is developed. These efforts should include all agencies and individuals currently involved in the delivery of outreach services.*

*It is with a great deal of pleasure that the Site Evaluation Teams from CEASD and NCA recommend to their respective organizations full accreditation of the North Dakota School for the Deaf.*

## PROGRAM APPROVAL EVALUATIONS

Staff members from the Department of Public Instruction, Special Education, and Vocational Education continued to review NDSD programs, staff qualifications, and procedures on a regular schedule. In all cases, the assessment resulted in unqualified approval.

## STAFF DEVELOPMENT

NDSD's policy is to provide every staff member with annual in-service training. Major activities during the 1983-85 biennium:

. . .representatives from the food service staff attended the annual conferences of the North Dakota School Food Service Association in Fargo in 1983 and Jamestown in 1984, and the annual worshop sponsored by School Food Programs, Department of Public Instruction, held in Devils Lake in 1984

. . .director of business administration, physical plant director and assistant attended several quarterly conferences of the North Dakota Higher Education Physical Plant Administrators. NDSD hosted the conference in March 1984

. . .all staff members attended a program on child abuse presented at NDSD by the Lake Region Human Services Center

. . .five members of the NDSD Evaluation Team attended a workshop in Faribault, Minnesota, entitled "The Emotional Impact of Childhood Hearing Impairment: The Parents' Side"

. . .the residential living staff attended 40 hours of meetings on mini units

. . .the educational staff attended curriculum and methods workshops

. . .rotation of custodians was completed through annual 2-day custodian and housekeeping workshops in Devils Lake sponsored by Continuing Education Division, State School of Science and cooperating agencies

. . .a nationally known speaker presented "Programming for the Social/Emotional Needs of Deaf Children in a Rural State" at the spring meeting of the North Dakota Association of Educators of the Hearing Impaired held at NDSD

. . .three members of the residential living staff and one instructor attended the Dormitory/Residential Life Conference held at the Wisconsin School for the Deaf and three attended a similar conference at the Montana School for the Deaf

. . .all staff members attended a three-hour Back Care Program at NDSD presented by a registered physical therapist

. . .the audiologist attended a workshop in St. Paul, Minnesota, on cochlear implants

. . .all staff members attended a two-hour professional presentation at NDSD designed to enhance their concept of self worth and human dignity

. . .heating plant operators/maintenance workers toured physical plant facilities at Grafton State School

. . .the residential living staff and representatives from all departments in auxiliary services took a CPR course at NDSD coordinated by the physical education instructor through the Lake Region New Pulse of Life Association

. . .all staff members attended an Educational and Residential Programs Staff Awareness workshop to further acquaint them with NDSD's programs

. . .the director of education and the language project coordinator attended a "Family Life Education for Parents of Deaf Children and Adolescents How-To Workshop" held at Gallaudet College in Washington, DC

. . .an exercise physiologist was on campus to evaluate some of the students and address interested staff members

. . .three instructors visited the Central Institute for the Deaf and the St. Joseph Institute for the Deaf in St. Louis, Missouri

. . .one member of the residential living staff attended the Conference for Exceptional Children national meeting in Anaheim, California

. . .the secretarial staff and account technician attended professional development seminars in Bismarck coordinated by Central Personnel and in Grand Forks sponsored by Professional Secretaries, International

. . .the psychologist presented her research paper at the National Association of School Psychologists convention in Las Vegas, Nevada

. . .one instructor attended a Region V meeting of the National Association for Special Needs Personnel in Rapid City, South Dakota

. . .the physical plant director took a one-week Hi-Pressure Boiler Operator Training Course at the North Dakota State School of Science

. . .the educational staff attended workshops at the Devils Lake Teachers' Center

## BUSINESS ADMINISTRATION

The goal of business administration was to plan and develop, administer, and account for, within state statutes and regulations, the efficient management of the school's resources (*funds, auxiliary services staff, and physical plant*).

### Funding

The school was able to meet its operating costs within the 1983-85 appropriation by continuing supply and energy conservation practices and the resulting savings in utilities.

Much of the credit for the success of the school's overall conservation program goes to the staff and students who were most cooperative with the administration in conserving as much as possible during the biennium.

### Energy Conservation

The school has practiced energy conservation for a number of years. Those efforts were continued during the 1983-85 biennium.

The school's Conservation and Renewable Energy (*C&RE*) Program filed with the Western Area Power Administration, United States Department of Energy, was reviewed and updated.

The C&RE program includes. . .

. . .dissemination of information on energy savings procedures to staff and students

. . .improved vehicle operation and maintenance (*through State Motor Pool beginning in October 1983*)

. . .reduction of natural gas and electricity consumption (*through modifications to equipment and heating/cooling systems, replacement of obsolete equipment, manual load leveling, and installation of time-set devices*)

. . .identification and implementation of efficient Operating and Maintenance Procedures

. . .identification of Energy Conservation Measures

. . .completion of retrofit projects

### New Equipment

Special items purchased during the biennium included auditory training equipment, video equipment, dormitory furniture, a new vehicle (*9-psg. station wagon*), and a convection oven and replacement gas ranges for the food service department.

## AUXILIARY SERVICES

*(Food Service, Housekeeping & Janitorial, Engineering & Maintenance)*

Main objectives which auxiliary services has attained at a reasonable cost and will continue are. . .

- . . .providing safe, wholesome, nutritious meals for students in a home-like atmosphere
- . . .keeping all facilities clean, sanitary, and attractive
- . . .keeping the students' personal clothing and the school's linens sanitary, clean, and in repair
- . . .providing heat and hot water to physical plant
- . . .maintaining buildings and grounds in a safe, functional, and attractive state

### New Construction

Utility/Pedestrian Tunnel

The old deteriorated utility tunnel connecting the heating plant, laundry, infirmary, trades building, and the tunnel to the school building (*about 285'*) was replaced the first year of the biennium with a new 7' X 7' utility/pedestrian tunnel at a cost of $170,340.

### Improvements to Buildings and Grounds

- . . .final payment was made on gym floor resurfaced last biennium
- . . .old insulation on heating system piping was removed and replaced
- . . .remaining section of original roofing on administration bldg./dormitory (*main wing*)was replaced
- . . .panic exit devices were installed on entrance doors of administration bldg./ dormitory
- . . .carpeting was installed in pre-school dormitories and playroom in administration bldg./dormitory

. . .automatic set-back thermostats were installed on main steam lines to old infirmary, trades building, and school building

. . .automatic timers were installed on H VAC systems in administration bldg./dormitory, resource center, and pool

. . .insulated cover was purchased for the pool

. . .iron filter was placed on water line to pool

. . .time controlled outlets were installed in new parking lot

. . .gate valve was installed on water line to old boys' dormitory

. . .underground cables on campus lighting system were repaired

. . .drainage around school building was improved

. . .bridge over campus pond was repaired and repainted

. . .old landfill was leveled and landscaped

. . .one-stall garage on superintendent's residence was enlarged

## IDENTIFICATION OF TRENDS

The role of schools for deaf children has changed considerably since the enactment of the Education for All Handicapped Children Act [*P.L. 94-142*]. To maintain compliance with the intent of the Act, NDSD personnel have involved parents more in writing individual education program plans [*IEPs*], programmed more opportunities for deaf children to have contact with hearing children, and attempted to expand outreach services to parents and public school educators.

The least restrictive environment [*LRE*] clause of P.L. 94-142 has produced pressures on the Department of Public Instruction and their special education staff to encourage the establishment of classes for deaf children closer to each child's home. Hence, many deaf children are being served by newly established classes—*often with beginning teachers who find themselves being supervised by individuals trained in special areas not pertaining to deafness.*

Because of the above situation, an outreach brochure was sent to all public school superintendents and to all special education directors. The brochure invited all service agencies working with deaf children to ask for audiological, psychological, educational, and technical services currently available at NDSD. The intent of the program is to improve services to deaf children whether they are enrolled in the NDSD program or in a special education program associated with a public school.

## COMMUNITY SERVICE/DEAF AWARENESS AND STAFF RECOGNITION

NDSD is proud of the services it provided to the public and the recognition some of the staff members received during the biennium. NDSD. . .

. . .provided visitors with tours, lectures, and classroom visitations

. . .assisted student teachers from Minot State College in their student teaching assignments

. . .provided opportunities for deaf alumni to congregate at the school and to display their North Dakota Association of the Deaf Hall of Fame portraits

. . .provided space, encouragement, and other support for the establishment of a memorial to "Old Main"

. . .provided support for beginning plans for the establishment of a museum to be created and operated by NDAD

. . .provided a week-long school experience for three Japanese teachers

. . .provided senior citizens two one-hour swimming sessions per week

. . .provided Lake Region Special Education students two one-hour swimming sessions per week

. . .provided Devils Lake Public School seniors the opportunity to use the pool for their graduation party

. . .allowed the Brownies to use the pool for their district field/play day

. . .offered the use of the pool to members of the community who need water therapy for medical reasons

. . .recognized L. Dwight Rafferty, NDSD graphic arts instructor and former NDSD track coach, named to the American Association of the Deaf Hall of Fame in Louisville, Kentucky

. . .recognized Dalen Green, NDSD industrial arts instructor, chosen North Dakota Industrial Arts Teacher of the Year

## PROGRAM INVENTORY AND COST ANALYSIS SUMMARY

### COST SUMMARY BY PROGRAMS

| | | |
|---|---|---|
| Major Projects | $ 241,622 | |
| Auxiliary Services | 1,056,134 | |
| Administration | 397,956 | |
| Resident Living | 549,767 | |
| Education | 1,183,234 | |
| 1983-85 Costs | | $3,428,713 |

### COST SUMMARY BY OBJECT

| | | |
|---|---|---|
| **Salaries & Wages** | | |
| Salaries & Wages | $2,180,119 | |
| Fringe Benefits | 505,232 | |
| | | $2,685,351 |

**Operating Expenses**

| | | | |
|---|---|---|---|
| Travel | 13,517 | Water/Sewage/Garbage | 5,143 |
| Natural Gas | 168,349 | Electricity | 32,679 |
| Ofc.Equip.Rental | 3,323 | Motor Pool Car Mileage | 7,420 |
| Data Processing | 258 | Audit | 2,692 |
| Postage | 4,615 | Telephone & Telegraph | 17,024 |
| Repair of Oth.Equip. | 4,216 | Service Contracts | 20,048 |
| Repair Bldgs.& Grnds. | 12,678 | Medical Services | 5,249 |
| Mgt. & Consult.Serv. | 2,615 | Prof. Fees Not Class. | 604 |
| Property Ins. | 7,439 | Liability Ins. | 1,946 |
| Radio.TV.Nwspr. | 208 | Dues & Mbrshps. | 3,171 |
| Exterm.Serv. | 1,056 | Prof. Development | 192 |
| Tuition Fees | 205 | Oth. Misc. Fees | 6,550 |
| Ofc. Supplies | 1,976 | Books | 1,775 |
| Period.& Subs. | 2,026 | Educ. Supplies | 27,531 |
| Food Supplies | 63,043 | Drygoods | 675 |
| Medicine & Drugs | 173 | Dishes | 889 |
| Laundry Supplies | 1,557 | Janitorial Supplies | 3,113 |
| Hdwr. & Bldg. Sup. | 4,048 | Paint | 578 |
| Plumbing | 1,432 | Electrical | 701 |
| Equip. Rpr. Pts. | 3,222 | Coal | 6,709 |
| Sup.Not Class. | 9,001 | Misc.Sup./Swim. Pool | 2,866 |
| Fuel & Oil/Veh. | 6,285 | Tires | 358 |
| Heating | 6,265 | | |

| | | | |
|---|---|---|---|
| **Total Operating Expenses** | | **$465,420** | |
| **Equipment** | | | |
| School Equipment | 11,032 | | |
| Equip. under $100 | 147 | | |
| Furn. & Furnishings | 5,182 | | |
| Motor Vehicles | 9,594 | | |
| Mach. & Oth. Equip. | 10,365 | | |
| | | $ 36,320 | |
| **Major Projects 1/** | | | |
| Gym Floor Resurfacing | 19,916 | | |
| Pipe Insulation | 29,013 | | |
| Roof Repair-Adm. Bldg./Dormitory | 22,353 | | |
| Rebuild Old Section of Tunnel | 170,340 | | |
| | | $241,622 | |
| 1983-85 Costs | | | $3,428,713 |

---

1/ Does not include final payment of $15,688 expended for the activities center/pool from the State Capital Construction Fund.

## SUMMARY OF FUNDING

| | | | | |
|---|---|---|---|---|
| **Carry-over from 81-83 Biennium** | | $ 2,026 | | |
| **General Fund** - Disbursements | $2,899,067 | | | |
| Transfer to Gen. Fund | 3,164 | | | |
| Expenditures | | 2,895,903 | | |
| **Interest & Income** | | 361,500 | | |
| **Other Funds (*Grants*)** | | | | |
| Dept. of Human Services | | | | |
| Parent/Infant Program Matching | 32,644 | | | |
| Dept. of Public Instruction | | | | |
| Ed. of Handicapped Children | 74,556 | | | |
| Ed. Consolidation & Improvement | 250 | | | |
| National School Lunch Program | 5,629 | | | |
| ND State Library | | | | |
| Lib. Services & Constr. Act | 8,850 | | | |
| State Board for Voc. Ed. | | | | |
| Voc. Ed. Act | 35,633 | | | |
| Total Other Funds (*Grants*) | | $ 157,562 | | |
| **Institutional Collections** | | 11,722 | | |
| 1983-85 Total Revenue | | | 3,428,713 | |
| Cash Balance July 30, 1985 | | | -0- | |
| 1983-85 Funding | | | | $3,428,713 |

## RESOURCES AVAILABLE

**THE BANNER**, published by NDSD eight times each school year, is a respected publication on deafness. It is distributed to almost 800 individuals in North Dakota, the United States, and abroad. Each issue covers national issues and trends, School program descriptions, student projects, and staff opinions.

A monthly newsletter designed to promote parent education goals was started and has received excellent support from parents and staff. It gives parents current information on schedules, calendar events, and announcements pertaining to the school and to their child—*a necessity for parents who wish to be part of the educational programs for their child.*

Over 11,000 library books of all classifications and 400 professional books, filmstrips, films, cassettes, and video tapes dealing with various aspects of deafness are available to parents, professionals, and other interested persons.

Books and cassettes are available for use in learning the sign language. Staff members are available to teach the sign language course on campus, at the Lake Region Community College, or other centers around the state.

# STATE OF

## GRAFTON STATE SCHOOL
## SAN HAVEN

# NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

**July 1, 1983 — June 30, 1985**

DR. HENRY MEECE, JR.
Superintendent

STATE OF NORTH DAKOTA

**Grafton State School**

GRAFTON, NORTH DAKOTA
58237

**Director of Institutions**
R. L. Rayl, Acting
Director

TELEPHONE 701-352-2140

HENRY C. MEECE, Ph.D.
**Superintendent**

PAUL P. WITUCKI
**Assistant Superintendent**

KENNETH D. YEARWOOD, M.D.
**Director of Health Services**

HENRY M. RAE
**Director of Administration**

GLENN L. WEIAND
**Director of Personnel**

November 6, 1985

MR. DICK RAYL
Acting Director of Institutions
10th Floor - Capitol
Bismarck, ND 58505

Dear Mr. Rayl:

In accordance with North Dakota Century Code and in compliance with your request, I respectfully submit the biennial report for the Grafton State School and San Haven. The information herein covers the period July 1, 1983 through June 30, 1985.

It is a pleasure to report that services to the clients of these facilities have been improving. I am thankful to you and the Legislature for the assistance and funding provided us.

Sincerely,

Henry C. Meece

HENRY C. MEECE, JR., Ph.D.
Superintendent

dc

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B - Grafton State School Organizational Chart

C - Program Expenditure Report

D - Statement of Revenue, Expenditures and Changes in Fund Balance

# GRAFTON STATE SCHOOL

## INTRODUCTION

Section 25-04-01 of the North Dakota Century Code states, "an institution for the mentally deficient shall be maintained at or near the city of Grafton in the county of Walsh. Such institution shall be known and designated as Grafton State School." Section 24-04-02 states the purpose as, "The State School shall be maintained for the relief, instruction, care and custody of the mentally deficient in this state. For this purpose the director may introduce and establish such trades and manual industries as in his judgment will best prepare the residents for future self-support."

As designated by law, the Grafton State School continues to be a major residential facility for the mentally retarded in North Dakota. It has served the state in this capacity since its inception in 1904. Since that time the facility has increased in physical plant and in the number of residents. It reached a resident population high of 1,400 in 1965. On June 30, 1985, the population was 550. (See Movement of Resident Population - Appendix A)

The primary mission or goal of the Grafton State School is to provide residential, therapeutic, and education (training) services for the mentally retarded, to nurture the mental, physical, emotional and social development of each individual residing there. The intent is that they become as functionally independent as possible. This commitment includes the responsibility to provide those experiences which will enable each individual to: (1) develop and enhance their physical, intellectual and social capabilities, (2) develop an emotional level of maturity which is commensurate with social and intellectual ability, (3) whenever possible, develop the necessary social and personal skills which will allow for successful return to contemporary society, and (4) live in a normalized residential environment which is perceived as one that supports the dignity of life (respect), the value of individual skill growth, and the recognition of individual differences. Program service delivery to achieve this is based on an interdisciplinary planning approach using the developmental conceptual model.

Please refer to the Grafton State School organizational chart at the end of this report, which depicts the various departments at the Grafton State School - (Appendix B).

During the biennium we strived to assure that not only the quantity of services was available to the residents to meet our goal, but tried to more closely monitor quality of programs. As we enhanced training programs for residents, we experienced a shortage of direct care staff during the biennium, the results of which caused a cancellation of scheduled programs too often. We managed to alleviate some of that problem by an increase in direct care staff, either through the closing of some living areas due to community placements, or by acquiring new positions. We also found ourselves short of professional staff in several disciplines, which caused occasional problems in delivering professional services at an optimal level.

We improved residential environmental conditions by remodeling West and Wylie halls this biennium. However, we did not meet the mandate of the Court Order requiring that all residents must be living in Title XIX certified facilities, thus meeting Life Safety Codes by July 1, 1985. We missed that Court Order requirement by about 200 residents. The reason we did not accomplish that was because placements did not occur at the rate originally anticipated, requiring us to continue to utilize buildings for resident living that were not slated for remodeling to meet codes.

The resident population has been on a steady decline since its peak in 1965, due largely to the placement of residents into less restrictive environments in the community. Community placement of residents has accelerated since 1982 when a Court Order was issued following a Class Action Lawsuit and trial. The Court Order directed the state to decrease the resident population at Grafton State School and San Haven to 450 by July 1, 1987, and to present to the court a plan to reduce that number to 250 by July 1, 1989. At that time there were approximately 800 residents at Grafton and 250 at San Haven. That meant approximately 120 residents placed in the community each year until the year 1989.

We have worked closely with the D.D. state and regional staff in coordinating the accomplishment of this goal. Since that time, and to date, approximately 400 residents have been placed in the community. During this biennium, 216 were placed. This process has by and large been going very well.

There are now 336 Title XIX certified beds at the Grafton State School, excluding 20 beds in the Health Service Center which are used for residents who become ill and need to be hospitalized on a temporary basis. We do not intend to certify any additional beds, as this number should suffice based on number of residents who will reside at the Grafton State School after all anticipated placements occur. We encountered some problems in the Title XIX certification, mainly in staff ratios being too low to implement program plans as written for each resident.

During this biennium we began the court proceedings whereby the superintendent divests himself of the statutory assumed guardianship of residents, and parents/relatives or other interested parties are appointed guardians. The law enabling this went into effect at the start of this biennium. Thus far, 253 guardianships have been appointed. We have about 269 left to do. The deadline to accomplish this was extended from July 1, 1985 to July 1, 1987, and we do not anticipate a problem meeting that timeline. This process has gone very well with a Grafton judge and the Walsh County State's Attorney handling the proceedings. The hearings are held on the grounds of the State School. Grafton State School social workers petition the court to initiate the guardianship hearing.

In order for us to meet our goals, a large array of programs and services are necessary. These services require funding through several sources, the majority of which come from the general fund (see Appendix C and D). The following is a description of the services provided, which helps us to also meet the state laws, Court Order, and Title XIX regulations.

## RESIDENT LIVING

During this biennium residents of Grafton State School were assigned to one of eight residential living units. The unit to which they were assigned was determined by their age and functioning level.

In each unit there is an interdisciplinary team whose foremost responsibility is to formulate and assure implementation of an individual habilitation plan (IHP) for each resident. Data is kept on the goals and objectives of the plan and it is monitored every 30 days, and completely reviewed annually. An interdisciplinary team is comprised of staff members of a variety of professional disciplines, i.e.; speech pathologist, social worker, psychologist, behavior analyst, nurse, habilitation counselor, as well as direct care staff. The term "habilitation" refers to the process by which the staff assist the residents in acquiring and maintaining those life skills which enable them to be as independent as possible and to cope effectively with the demands of others and their environment.

The following is a description of the eight units:

Unit I - Cedar Grove - (96 Title XIX certified residents) - This unit provides residential and educational services to adult males and females who are diagnosed as severely and profoundly mentally retarded. They may also possess one or more additional handicapping conditions such as cerebral palsy, seizure disorders, deafness, blindness, and emotional or physical maladjustment. Goals and objectives for training these residents are usually in the following training areas: dressing, eating, gross motor, grooming, sensory stimulation, socialization, perceptual/fine motor, language stimulation and emotional development.

Unit II - North B/Annex - (80 non-Title XIX residents) - Self-help skills are focused on in the programs of Unit II. The male and female residents of this unit range in age from late adolescence to geriatric, and are ambulatory and nonambulatory. Goals and objectives found in individual habilitation plans written for Unit II residents focus on the following training areas: eating, dressing, grooming, toileting, socialization, attention span, and task completion. This unit should close shortly after January, 1986.* Annex will then no longer be needed for resident living.

Unit III - North B - (78 non-Title XIX certified residents) - Ambulatory males and females who range in age from late adolescence to geriatric are residents of Unit III. A higher level of independence in most skill areas distinguish the residents of this unit from the residents of Unit II. Training goals include displaying age appropriate socialization skills, performing assigned domestic tasks, establishing total independence in the self-help areas of eating, dressing, grooming and toileting, and demonstrating prevocational skills. This unit should close to resident living by June 1, 1986.

---

*Closure dates of units are dependent upon the date of community placement.

Unit IV - Prairieview - (58 Title XIX certified residents) - Prevocational, socialization, community awareness and domestic skills are the general program goals of Unit IV. Males ranging in age from late adolescence to middle age live in Prairieview. They receive training in those skills which are necessary for group home living, such as carrying out domestic duties, the ability to adjust to a day or work activity program, and familiarity with community surroundings. Specific training activities common to Prairieview programs which are carried out in the day activity programs are: preparing a simple meal, laundering clothing, following two and three step directions, human awareness and socialization activities, communication and functional academic classes, and community exposure. This building was formerly Wylie Hall, which was remodeled this biennium and renamed. As preplacement residents are moved into the community, this unit will house the geriatric physically impaired. This change began at the end of the biennium.

Unit V - New Horizons - (56 certified Title XIX residents) - As in Unit IV, preparation for community placement is the primary goal of programming for the females residing in Unit V. Programs are planned in the training areas of self-help, daily living skills (laundry, food preparation, household tasks), prevocational, academics, community awareness, and communication. A day activity center provides Unit V residents with six hours of active treatment in four training stations - self-help, prevocational, academic, language and socialization. This building was formerly West Hall, which was remodeled during the biennium and renamed. As prevocational residents are placed, this unit will gradually become the unit for school aged and young adults. This change will begin shortly after July 1, 1985.

Unit VI - Pleasant View (57 non-Title XIX certified residents)- Infant to young adult males and females, some of whom display severe organic/somatic involvement with intellectual delay, reside in Unit VI - the Infant/Child Development unit. The ambulatory and nonambulatory residents of this unit receive active treatment within a wide range of functioning levels, from basic sensory integration to cooperative play. Most residents of this unit attend six hours of educational (classroom) programming five days a week. The primary training goals in Unit VI are sensory stimulation, fine motor, gross motor, self-help, socialization, and behavioral management. This unit is planned to be closed for resident living by February 1, 1986.

Health Service Center (30 certified Title XIX residents on Third Floor, and 20 additional certified beds on Second Floor for residents needing temporary health care) - The permanent residents in the Health Service Center are staffed by the professional team from Unit VI. The center houses infants to young adults. Most residents attend school classes each day. The primary training goals for these residents are sensory stimulation, fine motor activities, and socialization. The north end of this building was remodeled during the biennium.

A DAY ACTIVITY IN NORTH A - WORD RECOGNITION

Unit VII - Sunset Hall (average of 80 Title XIX noncertified residents throughout biennium) - Geriatric males and females with medical problems, physical limitations and varying needs for assistance with self-help skills, resided in Unit VII. General program goals are in the areas of self-help, gross motor, reality orientation, leisure time, socialization, community awareness and communication. These residents are being moved to other units as appropriate, and the building will close to resident living shortly after July 1, 1985. It will be remodeled for use as a day activity facility.

Unit VIII - Maplewood - (96 Title XIX certified residents) - Maplewood is home to adult males and females who need to develop acceptable social skills and modify socially unacceptable behavior. Residents function at all levels of mental retardation and receive training in many areas, behavioral intervention programs being the priority. General program goals range from preacademic and prevocational to self-help and sensory stimulation. Some residents need assistance with eating, dressing, and grooming, while others are semi-independent or independent in these skills.

During this biennium day activity centers for most all units were opened, to provide ongoing training activities for the residents. The first two floors of North A, a resident living building vacated in 1983 and remodeled to meet fire safety codes, serves as a day activity facility primarily for residents residing in North B. This program began on October 15, 1984. There are 175 residents involved in this program, which emphasizes preplacement skill training.

## CLINICAL SERVICES

Psychological Services - The department of Psychological Services provides professional evaluation and treatment services, staff development training, and applied developmental and program evaluation research relevant to residents. Staff of the department provide consultation to interdisciplinary team members (particularly behavior analysts) in the eight units, and assist in the maintenance of high standards of behavior modification program quality. The department specializes in infant, developmental, and neuropsychological assessment, interdisciplinary habilitative techniques, crisis therapeutic intervention and state-of-the-art learning based teaching methods necessary to meet the needs of the residents.

Community Placement Services (Habilitation Department) - Habilitation services are provided to residents, families, and community agencies in the evaluation and preparation of residents for placement. The unit habilitation counselor works closely with institution staff, plays a key role in introducing the resident and his/her family to the community agencies and facilities, and communicates important information regarding the resident to the community program staff. With this individualized approach, the ability of the community facilities to provide for the needs of each resident is enhanced and the chance of return to the institution is minimized. The department director provides consultation to unit habilitation counselors.

Social Services - Unit social workers act as a liaison between the institution and families. The department director provides consultation to the unit social workers, coordinates admissions, and supervises Volunteer Services, the Foster Grandparent Program, and the Chaplaincy Program. Vacations for residents, telephone calls, visits from relatives, and summer camps are also coordinated by Social Services.

Communication Disorders Services - Speech pathologists provide diagnostic evaluations of residents, and direct, as well as consultative services. Direct speech and language services are provided to residents on a daily basis by the unit speech pathologists. Consultative services are provided to staff to insure a continuous intervention process. Hearing acuity of residents is evaluated by the audiologist and referrals are made for hearing aids.

Religion Services - Religion services provide a spiritual life program for residents. Daily religion classes are conducted and ecumenical and Roman Catholic worship services are held weekly. Vacation Bible School, confirmation and special services are held during the summer. Residents also receive pastoral care while in the hospital. Family communication and other arrangements upon the death of a resident is the responsibility of this service area.

Resident Education Services - The Resident Education program provides educational programming in several areas including academics, speech, deaf/blind, library, adaptive physical education, arts and crafts, prevocational and vocational skills, music and recreation to all residents who are age 21 or under. Each student is placed in a specified classroom according to age and functioning level, so as to insure implementation of goals and objectives as stated in each student's Individual Habilitation Plan in accordance with Public Law 94-142, the Education for all Handicapped Children Act. Adult education programs are offered in several areas including vocational, arts and crafts, recreation and music.

## MEDICAL SERVICES

Medical Services - Twenty-four hour a day medical coverage is provided by a medical staff comprised of physicians, physician assistants, and nurse practitioners. These services are augmented by laboratory, pharmacy, x-ray, EEG and EKG services. An infirmary and a chronic care unit are available in the Health Service Center for residents with significant medical needs. Specialized treatment often requires referrals to outside specialists in areas such as neurology, surgery, orthopedic, and internal medicine.

Dental Services - A five operatory dental clinic staffed by fully qualified dentists, dental assistants and a dental hygienist, provide oral health care for each resident. Emphasis on the prevention of dental disease includes an extensive staff and resident inservice training program and resident recall at intervals of four months or less.

ARTS FESTIVAL FOR ALL RESIDENTS

SPECIAL OLYMPICS - BASKETBALL

Nursing Services - The major emphasis of nursing services is total resident care, which includes acute illnesses, preventive health programs, and participation in the interdisciplinary team to develop the Individual Habilitation Plan. Nurses monitor medical related activities completed by the direct care staff in each unit, such as medication administration, proper hydration, weights, treatments, range of motion, ambulation, use of braces, and other adaptive devices or equipment.

Physical Therapy Services - Physical therapy services are provided to acutely and chronically handicapped residents in direct treatment and consultative programs. Other department functions include annual screening evaluations; implementation and supervision of braces, corrective shoes, and wheelchair modifications; inservice training and consultation to unit and departmental staff regarding aspects of care for the physically handicapped; and coordination of monthly orthopedic consultant clinics and weekly brace and shoe clinics. A hydrotherapeutic pool is available through this department.

Occupational Therapy - This department assists the residents in reaching his/her highest level of independent functioning. The emphasis of the program focuses on evaluation and treatment in the areas of daily life tasks, sensorimotor adaptation, perceptual/fine motor skills, reality orientation, vocational preparation in the use of adapted equipment and assistive devices.

Adaptive Equipment Center - This department adapts commercially available equipment and/or custom designs and builds appliances to meet the special needs of the residents. These needs include equipment to improve domestic and social skills, transportation and positioning devices, as well as communication adaptations and protective aids.

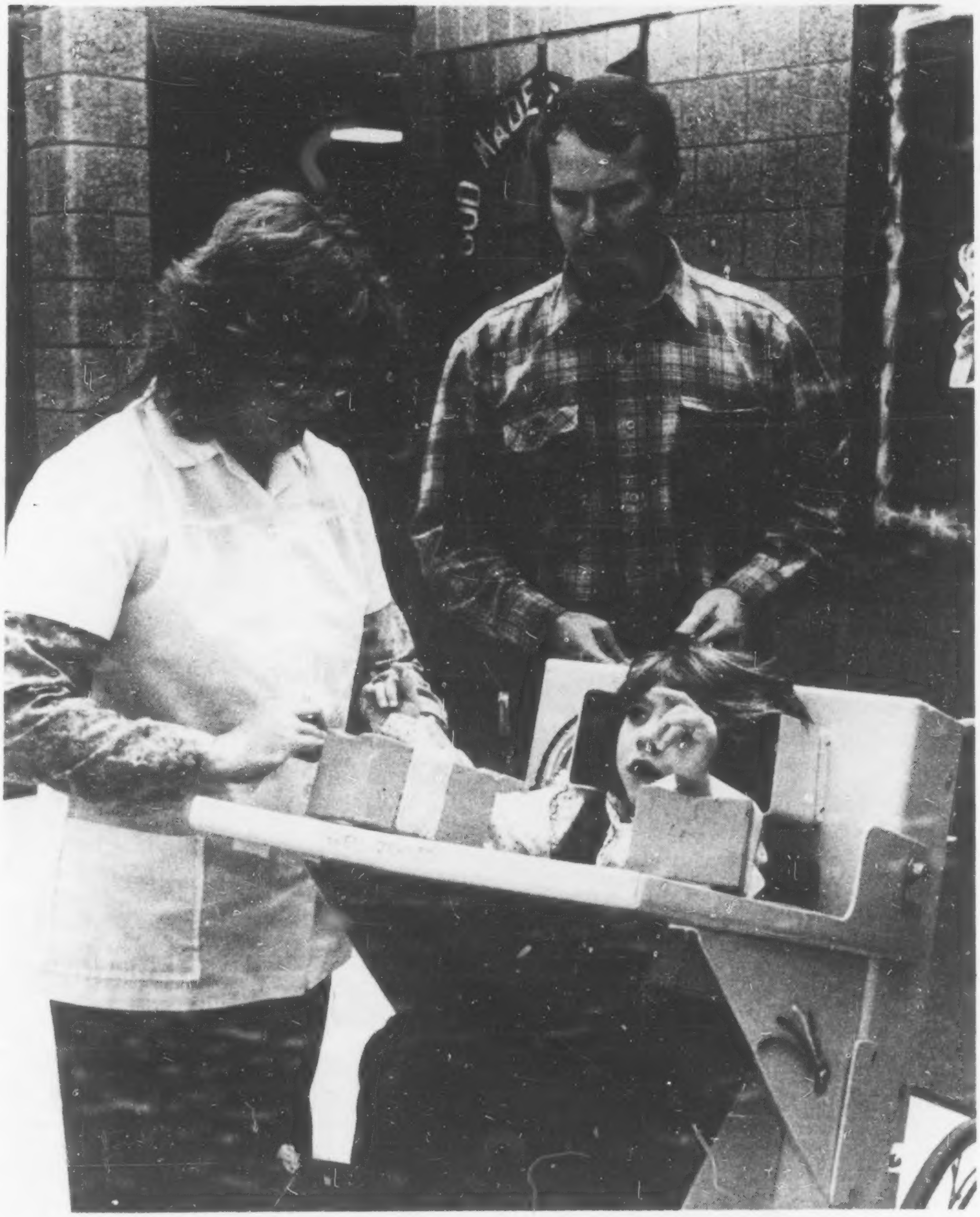
## AUXILIARY SERVICES

An institution may be equated to a small community which requires many different environments and provides for the human and basic support services required.

Plant services is the utility provider to all buildings on campus, distributing electricity, steam, hot and cold water, and heat from a centralized powerhouse. Included as a part of plant services is maintenance personnel (plumbers, electricians, painters, carpenters, safety/security and grounds maintenance), which provide the necessary repairs and facility upkeep. The greenhouse provides the campus with decorative flowers, plants and shrubs.

Safety and security personnel aid in assuring a safe working and living environment by providing building inspections, fire drills, patrolling the grounds and offering staff safety training programs.

The laundry service provides for the daily cleaning of the residents' personal clothing and related household linen items.



ADAPTIVE EQUIPMENT AND P.T., O.T. DEPARTMENTS

FITTING A RESIDENT WITH A SPECIAL WHEELCHAIR

The food service provides the menus, preparation and serving of food to the residents. Registered dietitians plan a variety of nutritional meals on an individual resident basis, to accommodate regular eating habits, special supplemental needs and many varieties of special diets.

Business administrative services involve the record maintenance of resident accounts, purchasing of supplies and materials, paying of expenses, payroll and accounting of all equipment and other inventoried items. Also included is a 24-hour, seven day a week telephone answering service and a canteen where staff and residents may socialize. A barber and beauty shop provides the opportunity for residents to have a new haircut or hairstyle.

## QUALITY ASSURANCE

During this biennium the Standards Compliance department was retitled the Quality Assurance Department and was reorganized to include the medical/clinical records department, standards compliance department and the staff development department. A description of each department follows:

Centralized Records - The Centralized Records Department is directed by a registered records administrator. In the past, there were basically three separate record keeping functions on campus: medical records, which reported directly to the Medical Department; clinical records, which was under the supervision of the Social Service Department; and resident records, which was under the supervision of the resident living units. All these were centralized so that record keeping would be consistent across campus, and that these records could provide a systemmatic data base for program development. Another responsibility addressed by this department is a data base regarding Title XIX deficiencies and plans of corrective actions for those deficiencies. Long-range plans include a computerized data base process, plus a campus-wide word processing function.

Staff Inservice Education - During this biennium the Inservice Education Department was transferred from the Personnel Department to the Quality Assurance division, as the need for a broader base of training opportunities was necessitated by the requirements of Title XIX. Several needs analyses were undertaken to assess the educational needs of staff. It has only been in the last quarter of the biennium that all needs were identified. The department is looking forward to this biennium, which will see the implementation of programs aimed at the professional growth of all staff and further growth in development of programs. The Staff Development program is seen as the major agent effecting change and continuous movement toward a focus on training. One mission of the department, to promote the positive social valuation of Grafton State School residents, both at present and as future neighbors and citizens, is indicative of the major role this department will have to take, in guiding this philosophical change.

An area that we will be working on in the next biennium will be the relationship between our Staff Education Department and the staff education training that will be taking place within the DD system. It is important that all service providers, whether they are within the community or within the institution, have the opportunity to keep up with their professions as they relate to citizens who are mentally retarded.

Standards Compliance - The role and function of this department has drastically changed during the last biennium. It went from primarily a monitoring and reporting function of Title XIX standard compliance, to that of a pro-active role of aiding the other divisions and deparmtents on campus as they maintain their certification and/or accreditation status. They are responsible to assure we meet the Court Order in regard to ACMR/DD standards. The future role of this department will include assisting units and departments in the ongoing identification of excellence within their areas, to identify and resolve problems in delivery of quality services, and to pursue opportunities for enhancement of quality of service within their areas. All of these combine to meet the goal of the Quality Assurance division, which is to insure that the services of the Grafton State School meet the needs of the clientele in the best possible manner.

## PERSONNEL DEPARTMENT

Administration - During the 1983-85 biennium period on February 27, 1984, Henry C. Meece, Ph.D., was hired to replace Milton V. Wisland, Ed.D., as superintendent of Grafton State School/San Haven.

Staffing Levels - This biennium again saw significant changes in staffing levels. The 48th Legislative Assembly approved an additional 191 positions for the Grafton State School and for the Department of Human Services. Of the 191 positions, the Grafton State School was awarded 139. In addition, five federal positions were converted to state funding, bringing the total new state funded positions to 144. Total permanent authorized positions for the biennium increased to 1,072 with 1,058 state funded and 14 federally funded. Significant numbers of temporary employees were also hired during this period to meet court ordered mandates and Title XIX standards.

Legislative Salary Appropriation - The 48th Legislative Assembly provided a salary appropriation totaling $34,565,940 to include: HB 1219 @ $63,750, HB 1653 @ $235,477 and the deficit bill @ $900,049. In addition, the Legislature authorized the expenditure of $484,924 to be derived from nonstate sources, primarily that of Title I, Section 213.

Pay Plan/Salary Increases - The first fiscal year 1983-84 saw no annual salary increase for state employees; however, the state paid 2% of the 4% employee contribution to the state employee retirement fund.

During the second fiscal year 1984-85, Grafton State School permanent employees were awarded a $60 per month (catch-up) across-the-board salary increase - 785 permanent employees were given the $60 increase. The remaining 187 employees were not eligible for the $60 increase because of probationary status, topping out within the salary range, or being employed on a part-time basis. However, HB 1219 of January 1985 provided the $60 for those employees who were not eligible in July, along with a lump sum payment retroactive to July. In addition, the state picked up the remaining 2% of employee retirement, thus paying the full 4%. As of July 1, 1984, and from that time forward the state retirement program is totally nonemployee contributory.

Employee Turnover - Retention of employees at the Grafton State School has steadily been improving during each biennium period. Retention gains have been made each year since 1977 when records were begun. Since 1977, dramatic increases in retention have taken place as the following table demonstrates.

| Fiscal Year Ending June 30 | Employee Losses | Percentage Turnover |
|---|---|---|
| 1985 | 197 | 18.75% |
| 1984 | 241 | 24.86% |
| 1983 | 175 | 19.48% |
| 1982 | 142 | 19.66% |
| 1981 | 122 | 19.50% |
| 1980 | 172 | 28.61% |
| 1979 | 202 | 33.60% |
| 1978 | 214 | 36.00% |
| 1977 | 705 | 55.90% |

The above figures reflect only full time permanent positions and do not include separations due to attrition or leave of absences.

Recruitment - Personnel again recruited and hired vast numbers of people, filling 144 newly allocated permanent positions, and replacing 488 in turnover. In addition, approximately 40 full-time temporary employees were hired for an indefinite period of time. Physical therapy, occupational therapy, speech pathology, and licensed psychologists continue as extremely critical occupations of hire. Despite exhaustive recruitment efforts, vacancies continue in these disciplines, due to a supply and demand factor that is a nationwide dilemma.

The 1983-85 biennium period, as did the previous one, proved to be a time of change for the Personnel Division. The change was positive, with the focal point centered in the area of greatly increased staff numbers. However, concern in some major areas still exist. They are: (1) the need for a consistent pay administration system, (2) the need for formal, systemmatic supervisory training, and (3) the need for a meaningful employee assistance program, which entails the hiring of an EAP counselor.

## CAPITAL IMPROVEMENTS

The 48th Legislative Assembly approved and appropriated $7,722,662 for capital improvements at Grafton State School. These funds were used to complete the renovation process of West Hall and Wylie Hall, now known as New Horizons and Prairieview, respectively. New Horizons became a living unit for 56 residents and Prairieview has 58 residents. These buildings meet life safety code standards and the requirements for certification within the Title XIX standards. The second phase of the renovation work in the Health Services Center was completed. This provided feeding and programming areas for the residents in this building.

The new Vehicle Maintenance/Carpentry Shop building was constructed. This enabled all the carpenters to be located in one area, and the state vehicles to be stored inside. The building includes a vehicle maintenance area to provide the necessary preventative maintenance on state vehicles. This has helped to prolong the life of the state vehicles, as evidenced by the number of vehicles with over 100,000 miles still in daily use.

The parking area east of the Professional Services Building was enlarged and paved. This made the parking area more functional, especially during times when it rained and the old lot became a mudhole.

The steam, hot water and other utility piping were removed from the existing pedestrian tunnels. This eliminated the many safety concerns from residents and staff being burned from the hot pipes and exposed valves. The steam lines, etc., were relocated in a new underground utility distribution tunnel.

The flooring in the main dining rooms in the Food Service Center was replaced with a welded seamed, sheet vinyl material. This eliminated the hazards of small sections of tile coming loose or breaking and creating a tripping hazard. The welded seam construction and sheet vinyl make for easier maintenance upkeep and provide a better sanitized flooring to comply with infection control standards.

Design work to renovate Sunset Hall to accommodate extended day activity programs was initiated. This project was approved and appropriations allocated in the 1985-87 biennium.

## PUBLICATIONS

Grafton State School produces two publications in its internal and external Public Information program. The INSIDER is a weekly internal newsletter providing information to employees as well as the community. Circulation is to every department and unit (750 copies distributed on campus) and also the community via the local newspaper office, Chamber of Commerce office, and local grocery store (100 copies distributed in community). Published for the external audience of parents, legislators, service providers, government agencies and former residents is the

AMBASSADOR, which has a circulation of approximatley 2,200. The AMBASSADOR is published quarterly and is 16 pages of feature stories, short news items, photos, and an editorial by the Superintendent. Information tools also produced by Grafton State School are the PATHWAYS FOR DEVELOPMENT brochure and the PATHWAYS FOR DEVELOPMENT recruitment portfolio. The brochure is a mailable descriptor of the Grafton State School mission, its departments, units and programs. The recruitment portfolio provides information about Grafton State School (includes the brochure), North Dakota, employee benefits, the Grafton community, and professional development opportunities. Minutes of meetings held at the Grafton State School can be secured by contacting the Superintendent.

## CONCLUSION

It should be apparent from the enclosed information that the Grafton State School is a dynamic facility serving citizens who are Developmentally Disabled. Changes have occurred in quality and kinds of services provided to keep abreast of modern trends. These trends include more intense and extensive programs which are individualized for each resident, the recognition that the residents have a right to be served in the least restrictive environmental setting, and that the environment needs are to be as normal as possible, meeting life safety codes for life protection purposes.

We are striving to devise a total training environment for all residents regardless of handicapping conditions, placing less emphasis on custodial care. The individual needs of the residents are assessed to determine these needs, and programs are written and implemented to meet their needs. This kind of emphasis places greater demands on staff, which requires a more intensive staff development program that provides the skills necessary to promote confidence in fulfilling expectations.

We look toward even greater strides being taken in all these areas in the next biennium, furthering the goal of providing the finest services possible to the residents residing at the Grafton State School in the years to come. We will continue to strive to meet requirements of state and federal standards, meaning improved services to these North Dakota citizens.

THE SPRING FORMAL QUEEN IS CROWNED AND CONGRATULATED

**APPENDAGE (A)**

## MOVEMENT OF RESIDENT POPULATION

## FOR THE YEAR BEGINNING JULY 1, 1983 AND ENDING JUNE 30, 1984

| | MALES | FEMALES | TOTAL | MALES | FEMALES | TOTAL |
|---|---|---|---|---|---|---|
| Residents in the Institution at the Beginning of the Year | 381 | 346 | 727 | | | |
| Residents on Leave at the Beginning of the Year | 135 | 111 | 246 | | | |
| TOTAL RESIDENTS ON BOOKS AT THE BEGINNING OF THE YEAR | | | | 516 | 457 | 973 |
| ADMISSIONS | | | | | | |
| First Admissions including Evaluation Service Admissions | 4 | 5 | 9 | | | |
| Re-Admissions and returns from San Haven State Hospital | 4 | 4 | 8 | | | |
| TOTAL ADMISSIONS | | | | 8 | 9 | 17 |
| SEPARATIONS DURING THE YEAR | | | | | | |
| Discharged directly from the Institution, including Releases from Evaluation Services | 1 | 3 | 4 | | | |
| Discharged while on Leave | 30 | 33 | 63 | | | |
| Deaths in the Institution | 3 | 1 | 4 | | | |
| Deaths while on Leave | 0 | 1 | 1 | | | |
| Transfers to other Public Institutions for the mentally retarded in the same system (San Haven State Hospital). | 0 | 7 | 7 | | | |
| TOTAL SEPARATIONS | | | | 34 | 45 | 79 |
| RESIDENTS ON BOOKS AT THE END OF THE YEAR | 356 | 311 | 667 | | | |
| Residents on Placement at the end of the Year | 105 | 95 | 200 | | | |
| Residents home on Vacation and Extended Vacation | 24 | 13 | 37 | | | |
| Residents at the Jamestown State Hospital for Treatment | 5 | 2 | 7 | | | |
| TOTAL ON LEAVE AT THE END OF THE YEAR | | | | 134 | 110 | 244 |
| TOTAL POPULATION IN THE INSTITUTION AT THE END OF THE YEAR | | | | 356 | 311 | 667 |
| **TOTAL POPULATION ON INSTITUTION BOOKS AT THE END OF THE YEAR** | | | | 490 | 421 | 911 |

**APPENDAGE (A)**

## MOVEMENT OF RESIDENT POPULATION

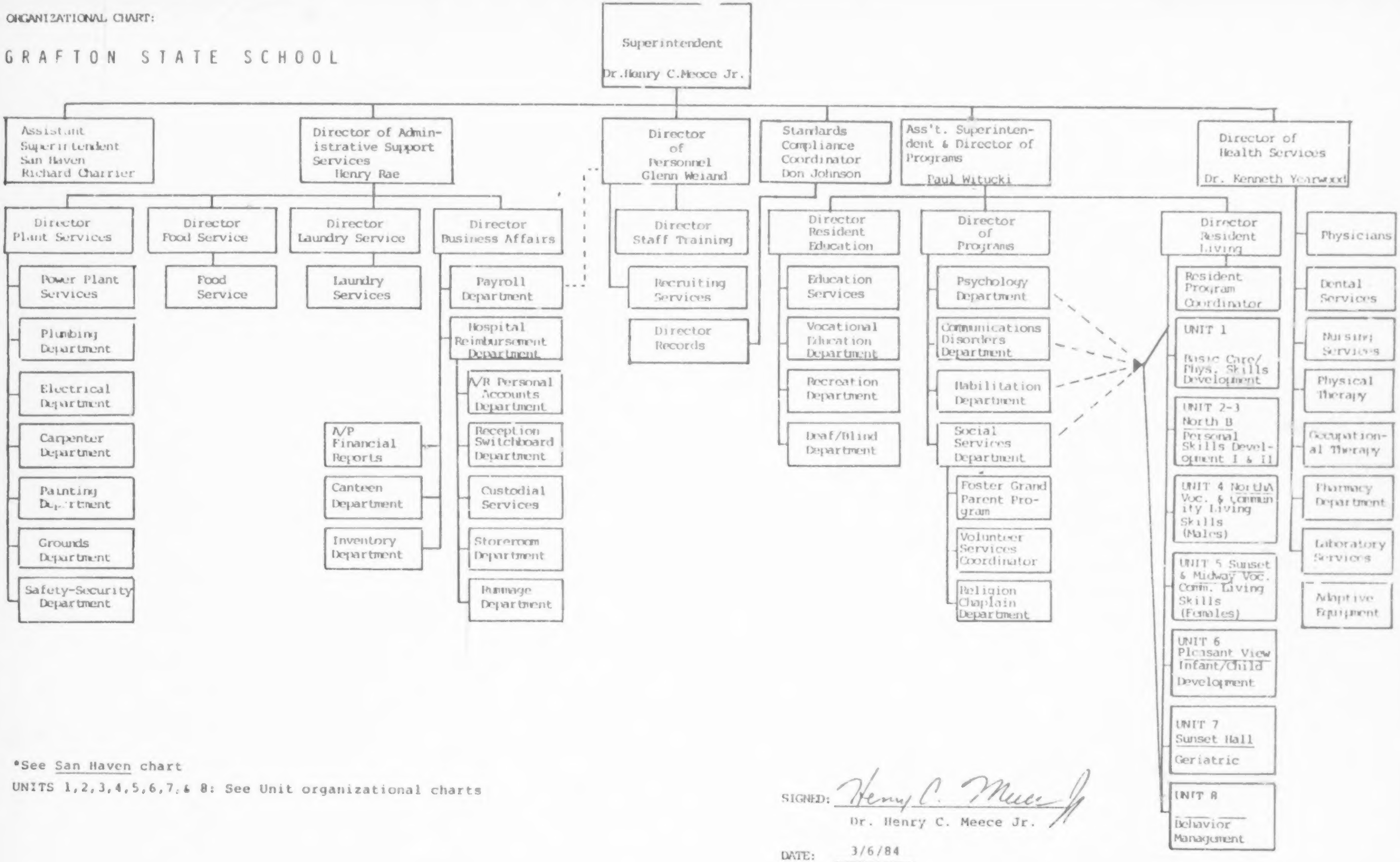
## FOR THE YEAR BEGINNING JULY 1, 1984 AND ENDING JUNE 30, 1985

| | MALES | FEMALES | TOTAL | MALES | FEMALES | TOTAL |
|---|---|---|---|---|---|---|
| Residents in the Institution at the Beginning of the Year | 356 | 311 | 667 | | | |
| Residents on Leave at the Beginning of the Year | 134 | 110 | 244 | | | |
| TOTAL RESIDENTS ON BOOKS AT THE BEGINNING OF THE YEAR | | | | 490 | 421 | 911 |
| ADMISSIONS | | | | | | |
| First Admissions including Evaluation Service Admissions | 7 | 3 | 10 | | | |
| Re-Admissions and returns from San Haven | 8 | 13 | 21 | | | |
| TOTAL ADMISSIONS | | | | 15 | 16 | 31 |
| SEPARATIONS DURING THE YEAR | | | | | | |
| Discharged directly from the Institution, including Evaluation Service Releases | 2 | 3 | 5 | | | |
| Discharged while on Leave | 2 | 3 | 5 | | | |
| Deaths in the Institution | 5 | 2 | 7 | | | |
| Deaths while on Leave | 2 | | 2 | | | |
| Transfer to other Public Institutions for the mentally retarded in the same system (San Haven) | | | | | | |
| TOTAL SEPARATIONS | | | | 11 | 8 | 19 |
| RESIDENTS ON BOOKS AT THE END OF THE YEAR | 296 | 254 | 550 | | | |
| Residents on Placement at the End of the Year | 183 | 164 | 347 | | | |
| Residents home on Vacation & Extended Vacation | 11 | 9 | 20 | | | |
| Residents at the Jamestown State Hospital for Treatment | 4 | 2 | 6 | | | |
| TOTAL ON LEAVE AT THE END OF THE YEAR | | | | 198 | 175 | 373 |
| TOTAL POPULATION IN THE INSTITUTION AT THE END OF THE YEAR | | | | 296 | 254 | 550 |
| TOTAL POPULATION ON INSTITUTION BOOKS AT THE END OF THE YEAR | | | | 494 | 429 | 923 |

# APPENDAGE (B)

ORGANIZATIONAL CHART:

## GRAFTON STATE SCHOOL


Superintendent
Dr. Henry C. Meece Jr.
Assistant Superintendent San Haven Richard Charrier
Director of Administrative Support Services Henry Rae
Director of Personnel Glenn Weiand
Standards Compliance Coordinator Don Johnson
Ass't. Superintendent & Director of Programs Paul Witucki
Director of Health Services Dr. Kenneth Yearwood
Director Plant Services
Power Plant Services
Plumbing Department
Electrical Department
Carpenter Department
Painting Department
Grounds Department
Safety-Security Department
Director Food Service
Food Service
Director Laundry Service
Laundry Services
A/P Financial Reports
Canteen Department
Inventory Department
Director Business Affairs
Payroll Department
Hospital Reimbursement Department
A/R Personal Accounts Department
Reception Switchboard Department
Custodial Services
Storeroom Department
Rummage Department
Director Staff Training
Recruiting Services
Director Records
Director Resident Education
Education Services
Vocational Education Department
Recreation Department
Deaf/Blind Department
Director of Programs
Psychology Department
Communications Disorders Department
Habilitation Department
Social Services Department
Foster Grand Parent Program
Volunteer Services Coordinator
Religion Chaplain Department
Director Resident Living
Resident Program Coordinator
UNIT 1 Basic Care/ Phys. Skills Development
UNIT 2-3 North B Personal Skills Development I & II
UNIT 4 North A Voc. & Community Living Skills (Males)
UNIT 5 Sunset & Midway Voc. Comm. Living Skills (Females)
UNIT 6 Pleasant View Infant/Child Development
UNIT 7 Sunset Hall Geriatric
UNIT 8 Behavior Management
Physicians
Dental Services
Nursing Services
Physical Therapy
Occupational Therapy
Pharmacy Department
Laboratory Services
Adaptive Equipment

*See San Haven chart

UNITS 1,2,3,4,5,6,7,& 8: See Unit organizational charts

SIGNED: Henry C. Meece Jr.
Dr. Henry C. Meece Jr.

DATE: 3/6/84

**APPENDAGE (C)**

### GRAFTON STATE SCHOOL

### PROGRAM EXPENDITURE REPORT
### FOR THE BIENNIUM ENDED JUNE 30, 1985

| Dept. 310: | Medical Services | Special Projects | Auxiliary Services | Administrative Services | Resident Living | Resident Education | Resident Services | Total |
|---|---|---|---|---|---|---|---|---|
| Salaries | $5,030,455 | $ -0- | $3,372,500 | $1,714,144 | $17,988,578 | $2,446,319 | $642,168 | $31,194,164 |
| Operating Expenses | 304,872 | -0- | 183,954 | 1,798,235 | 115,387 | 34,861 | 54,701 | 2,492,010 |
| Supplies and Materials | 677,989 | -0- | 1,274,842 | 2,038,303 | 372,339 | 101,775 | 18,014 | 4,483,262 |
| Equipment | 56,929 | -0- | 154,200 | 85,477 | 120,505 | 26,871 | 16,592 | 460,574 |
| Capital Improvements | -0- | 7,397,736 | -0- | -0- | -0- | -0- | -0- | 7,397,736 |
| Total Expenditures | $6,070,245 | $7,397,736 | $4,985,496 | $5,636,159 | $18,596,809 | $2,609,826 | $731,475 | $46,027,746 |
| Dept. 309: | | | | | | | | |
| Salaries | $ 572,607 | $ -0- | $ 905,582 | $ 74,442 | $ 1,676,760 | $ 218,935 | $ 23,424 | $ 3,471,750 |
| Grand Total | $6,642,852 | $7,397,736 | $5,891,078 | $5,710,601 | $20,273,569 | $2,828,761 | $754,899 | $49,499,496 |

**APPENDAGE (D)**

## GRAFTON STATE SCHOOL

### STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCE FOR THE BIENNIUM ENDED JUNE 30, 1985

REVENUE:

| | |
|---|---|
| General Fund Appropriations | $20,448,580 |
| Title XIX | 16,473,159 |
| Care & Treatment - Bureau of Indian Affairs | 504,652 |
| Care & Treatment - Other | 2,530,366 |
| Special Appropriation | 11,544,684 |
| Miscellaneous | 474,305 |
| Total Revenue | $51,975,746 |

EXPENDITURES:

| | |
|---|---|
| Salaries | $34,665,914 |
| Fees & Services | |
| Data Processing | 10,898 |
| Travel | 207,943 |
| Utilities | 1,216,498 |
| Rental | 124,472 |
| Communication | 169,050 |
| Repairs | 225,094 |
| Professional | 222,473 |
| Miscellaneous | 315,582 |
| Total Fees & Services | $ 2,492,010 |
| Supplies & Materials | |
| Printing, Office Supplies | $ 281,821 |
| Food Supplies | 1,237,960 |
| Clothing & Dry Goods | 535,839 |
| Medical Supplies | 536,618 |
| Kitchen & Laundry | 305,649 |
| Hardware & Building | 409,086 |
| Petroleum & Fuel | 581,082 |
| Other Supplies | 595,207 |
| Total Supplies & Materials | $ 4,483,262 |
| Equipment | $ 460,574 |
| Special Projects | $ 7,397,736 |
| TOTAL EXPENDITURES | $49,499,496 |
| REVENUE OVER (UNDER) EXPENDITURES | $ 2,476,250 |
| TRANSFER OUT | ($ 1,200,000) |
| BEGINNING FUND CASH BALANCE | 10,090 |
| ENDING FUND CASH BALANCE | $ 1,286,340 |

Resident Cost of Care
July 1, 1983 -- $64.95 per day
July 1, 1984 -- $76.16 per day

# SAN HAVEN

(A Division of Grafton State School)

## BIENNIUM REPORT

Period Covering July 1, 1983
Through June 30, 1985

JULY 1, 1983 - JUNE 30, 1985

BIENNIAL REPORT

SAN HAVEN
(A Division of Grafton State School)

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# INTRODUCTION/FUNCTION/EVALUATION

San Haven was originally created as a sanatorium for tuberculosis patients in 1911 through legislative appropriations. With this population decreasing in the 1950's, San Haven admitted its first mentally retarded resident in 1959. As the mentally retarded population increased to a significant proportion, San Haven officially became an institution for mentally retarded as part of Grafton State School through legislative action in 1973. (See Appendix I)

The primary mission of San Haven is to provide residential training (habilitation, educational and therapeutic) services for mentally retarded to nurture the mental, physical, emotional, and social development of each resident. Each resident is considered capable of learning those skills in which she/he is not fully independent, fully realizing the developmental potential of the resident.

Through an ongoing process of deinstitutionalization, San Haven decreased its resident population from 195 on July 1, 1983 to 133 June 30, 1985. See Appendix II, Movement of Resident Population, for a detailed analysis. Greater resident transfers are anticipated through the next biennium to decrease the population even further. No population expansion is anticipated.

As part of deinstitutionalization process, guardianships were transitioning from the traditional Superintendent of Grafton State School being guardian for all residents, to a more contemporary independent guardianship system. Total guardians acquired during this biennium were 58.

There are many more areas that are going to be addressed in this report. The major components are: resident living, professional, medical, personnel services, auxiliary and quality assurance programs, capital improvements and publications. All department and service areas will be included under these major headings. Conclusive statements will be made.

## Resident Living

Resident Living is that component of San Haven that concentrates on the residents' physical living environment. This area is created to closely resemble a "home-like" atmosphere in which residents can grow and learn. To make the institution manageable, living areas were created. All living areas have approximately 25 residents that make up two (2) basic units. For clarity sake, Southview, Pinecrest I, and Pinecrest II are considered Unit I and Centerview II, III, IV are Unit II. Each are detailed below.

### UNIT I

Southview: Southview is a facility geographically separated from the other living areas. The building houses 38 ambulatory men. From July 1983 to January 1985, residents were in programs based on group activities. From January 1985 to June 1985, individualized programs were developed utilizing the "Team-concept". These programs include those training areas that prepare for resident placement in the community. Examples are: Survival Skill Training, Personal Hygiene, Sexuality, and Nutrition. Socialization Skill Development was added. (See picture after Pinecrest II section)

Pinecrest I: Pinecrest I is a living area consisting of sixteen (16) ambulatory women. Developmental level of these residents are lower than on Pinecrest II (See Pinecrest II Section). The majority of these women are also targeted for community placement and have training programs that follow the same pattern and time-table as stated under the Southview section above.

Pinecrest II: Pinecrest II has sixteen (16) ambulatory women. Many are working in vocational programs and daily living skill development. All of these women are targeted for community placement and have programs that pattern closely to general areas of training as defined under Southview section. Skill development activities are tailored to sex-appropriate individual programs.

Southview/
Pinecrest

Socialization skill training as demonstrated by residents with staff

Southview/
Pinecrest

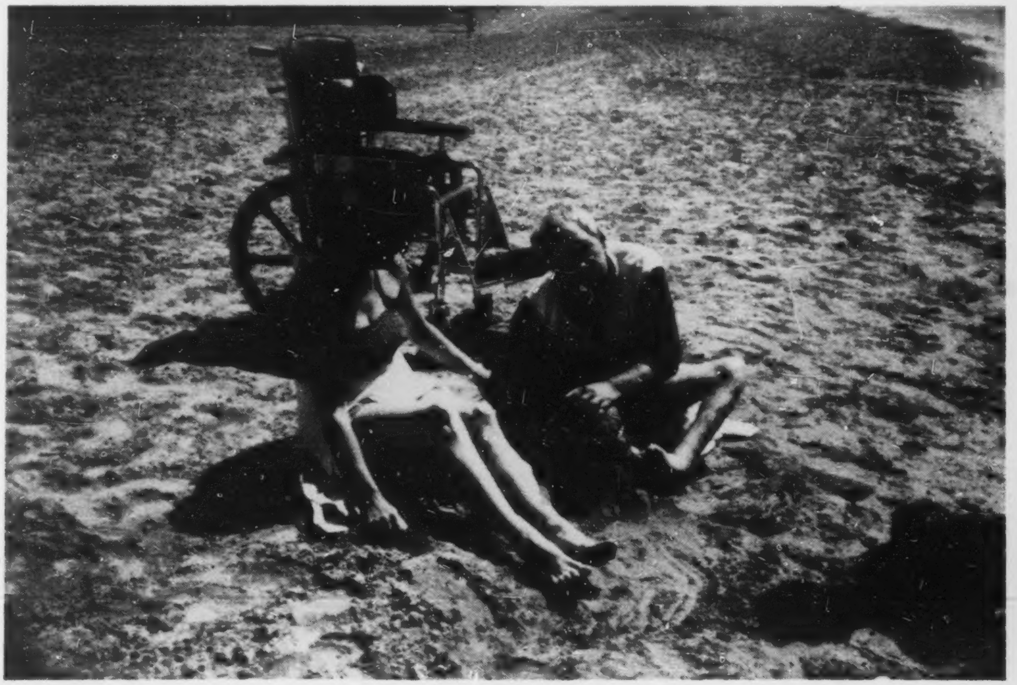
Socialization mastery as demonstrated by residents and no staff.

## UNIT II

Centerview II, III, IV: Centerview is a unit that has 73 residents on three living areas. Two (2) areas have ambulatory and non-ambulatory men. The third has non-ambulatory women. In this unit all residents with the exception of two (2), are over twenty-one (21) as those in Southview and Pinecrest. These residents have severe mental handicaps, oftentimes displaying severe behavioral disorders. Training emphasis is on toileting programs, eating programs, sensory stimulation, cognitive development, daily living skills, behavioral modification, and therapeutic recreation programs. All of these individualized programs take into account the developmental potential.

Centerview

Individualized
Training
Programs



## PROFESSIONAL SERVICES

Professional services are a vital component in the delivery system of resident training and education. With the assistance of professional consultations and direction, resident living staff are able to carry out the training and quality of care needed for optimal resident performance. Professional services are divided into two basic units: (1) educational/training services and (2) medical services. Educational/training services include psychological, communication disorders, social services, recreation, habilitation, religion and educational services. Medical services include medical, dental, nursing, physical and occupational therapy services.

Those disciplines listed under the educational/training services are involved in direct resident treatment as well as operating as a consultant service. All disciplines listed assess resident functioning within their professional area. An example would be Psychology Department assessing the developmental/potential of the Resident. All services also evaluate, provide inservice education, and develop resident training programs. Many of these departments maintain contact with families and guardians as to resident status. All departments are an active part of the habilitation team process.

Medical services provide the residents with medical care in the form of routine examinations, visits, treatment and emergency care. They are also part of the habilitation team concept and are active in inservice education. Nursing, Physical Therapy, and Occupational Therapy also support the physicians by implementing the treatment plans. All three disciplines are a vital element in the habilitation team process.

## AUXILIARY SERVICES

Auxiliary Services are those departments which support resident living and professional services. These include: Plant Services, Safety and Security, Laundry, Food Services, Business Office, Central Records, Staff Inservice Education, Standards Compliance, and Personnel. Revenues and Expenditures are itemized in Appendix III. Staffing levels, legislative salary increases, employee turnover, and recruitment problems are itemized in Appendix IV.

Inservice education has displayed the greatest rate of developmental growth. Through the first half of the biennium, position, space and equipment were allocated. In the second half, programs were developed to provide a shift from the custodial care model to a training center model. In the last quarter, orientation, motivation and other programs were developed to meet the demands of the Court Order and Title XIX standards.

## CAPITAL IMPROVEMENTS

There was only one capital improvement project during this biennium. The renovation of Building Two (2), currently called Evergreen Heights, was completed. Renovation was for the purpose of providing resident living and programming areas.

## PUBLICATIONS

Several publications were released during 1983-85. The San Piper, an employee newsletter, was published monthly. Pathways for Development/San Haven was developed. This publication is a recruitment packet representing North Dakota, facility and employee benefits.

## CONCLUSIONS

The 1983-85 biennium proved to be of significant change and growth for San Haven. The facility moved dramatically from a custodial - care approach that existed for three-quarters of the biennium to a training facility the last one-quarter.

With the new focus on training residents in lifetime skills, all departments transitioned in their philosophy. Keeping the residents dry and fed was no longer adequate. Individualized resident habilitation plans were developed that involved change in all departments. It is anticipated that this process will be an everchanging condition.

# APPENDIX I

## ESTABLISHMENT AND PURPOSE OF SAN HAVEN

### ESTABLISHMENT

North Dakota Century Code: Section 25-04-01

"An institution for the mentally deficient shall be maintained at or near the city of Grafton in the county of Walsh. Such institution shall be known and designated as Grafton state school. There shall be maintained near Dunseith, in the county of Rolette, a division of Grafton state school which shall be known as San Haven."

### PURPOSE

North Dakota Century Code: Section 25-04-02

"The state school shall be maintained for the relief, instruction, care and custody of the mentally deficient of this state. For this purpose the director may introduce and establish such trades and manual industries as in his judgement will best prepare the residents for future self-support."

## APPENDIX II
## MOVEMENT OF RESIDENT POPULATION
## FOR THE BIENNIUM BEGINNING JULY 1, 1983 AND ENDING JUNE 30, 1985

| | MALES | FEMALES | TOTAL | MALES | FEMALES | TOTAL |
|---|---|---|---|---|---|---|
| Residents in the Institution at the Beginning of the Biennium | 111 | 85 | 196 | | | |
| Residents on Leave at the Beginning of the Biennium | 0 | 0 | 0 | | | |
| TOTAL RESIDENTS ON BOOKS AT THE BEGINNING OF THE BIENNIUM | | | | 111 | 85 | 196 |
| ADMISSIONS | | | | | | |
| First Admissions including Evaluation Service Admissions | 0 | 0 | 0 | | | |
| Re-Admissions and returns from Grafton State School. | 0 | 8 | 8 | | | |
| TOTAL ADMISSIONS | | | | 0 | 8 | 8 |
| SEPARATIONS DURING THE BIENNIUM | | | | | | |
| Discharged directly from the Institution, including Releases from Evaluation Services | 19 | 18 | 37 | | | |
| Discharged while on Leave | 0 | 1 | 1 | | | |
| Deaths in the Institution | 4 | 4 | 8 | | | |
| Deaths While on Leave | 3 | 2 | 5 | | | |
| Transfers to other Public Institutions for the Mentally Retarded in the Same System (Grafton State School) | 8 | 12 | 20 | | | |
| TOTAL SEPARATIONS | | | | 34 | 37 | 71 |
| RESIDENTS ON BOOKS AT THE END OF THE BIENNIUM: | 76 | 57 | 133 | | | |
| Residents on Placement at the end of the Biennium | 0 | 0 | 0 | | | |
| Residents home on Vacation and Extended Vacation | 0 | 1 | 1 | | | |
| Residents at the Jamestown State Hospital for Treatment | 0 | 0 | 0 | | | |
| TOTAL ON LEAVE AT THE END OF THE BIENNIUM | | | | 0 | 1 | 1 |
| TOTAL POPULATION IN THE INSTITUTION AT THE END OF THE YEAR | | | | 76 | 56 | 132 |
| TOTAL POPULATION ON INSTITUTION BOOKS AT THE END OF THE YEAR | | | | 76 | 57 | 133 |

COMMUNITY PLACEMENTS: 37

## APPENDIX III

## PROGRAM EXPENDITURE REPORT
for Biennium Ending 1985

## SUMMARY OF CASH FLOW

| | | |
|---|---|---|
| Fund Cash Balance July 1, 1983 | | 239,796 |
| Plus Revenue | | |
| General Fund Transfer | 7,757,260 | |
| Institutional Collections | 5,986,337 | |
| Total Revenue | | 13,743,597 |
| Total Cash | | 13,983,393 |
| Less Expenditures: | | |
| Salaries and Wages | 9,839,119 | |
| Operating Expenses | 2,781,240 | |
| Central Data Processing | 3,298 | |
| Equipment | 240,398 | |
| Capitol Improvements | 963,245 | |
| Total Expenditures | | 13,827,300 |
| Fund Cash Balance June 30, 1985 | | 156,093 |

## REVENUES

| | | |
|---|---|---|
| General Fund Transfer | | 7,757,260 |
| Care and Treament: | | |
| Title XIX | 3,958,781 | |
| Indian | 189,977 | |
| Other | 517,029 | |
| Total Care and Treatment | | 4,665,787 |
| Lease-Rental: | | |
| Land | 11,187 | |
| Rooms-Building | 34,810 | |
| Telephone Collections | 121 | |
| Total Lease-Rental | | 46,118 |
| Sales: | | |
| Salvage and Scrap | 552 | |
| Meals-Prepared Food | 64,587 | |
| Total Sales | | 65,139 |
| Miscellaneous: | | |
| Transfers | 1,200,000 | |
| Refunds | 2,479 | |
| Other | 6,814 | |
| Total Miscellaneous | | 1,209,293 |
| | | 13,743,597 |

## EXPENDITURES-BY LINE ITEM

| | | |
|---|---|---|
| Salaries and Wages: | | |
| Salaries: | | |
| Permanent FTE (296) | 7,324,577 | |
| Temporary | 565,546 | |
| Overtime | 77,537 | |
| Paid Annual Leave | 10,462 | |
| Total Salaries | | 7,978,122 |
| Fringe Benefits | | 1,860,997 |
| Total Salaries and Wages | | 9,839,119 |

| | | |
|---|---|---|
| Operating Expenses: | | |
| Employee Travel | 29,458 | |
| Payments to State Motor Pool | 7,305 | |
| Other Travel/Expense Reimbursements | 12,452 | |
| Dues and Professional Development | 1,283 | |
| Utilities | 476,431 | |
| Lease/Rental-Miscellaneous | 171 | |
| Lease/Rental-Equipment | 35,101 | |
| Lease/Rental-Building/Land | 1,090 | |
| Postage | 7,652 | |
| Telephone-Telegraph | 20,563 | |
| Repair Services-Non-Contract | 34,330 | |
| Repair Services-Service Contracts | 35,924 | |
| Professional Services | 621,473 | |
| Operating Fees and Services | 22,857 | |
| Insurance | 8,749 | |
| Miscellaneous Fees and Services | 4,303 | |
| Office Supplies | 15,160 | |
| Data Processing Supplies | 200 | |
| Resale Supplies | 10,133 | |
| Printing | 25,349 | |
| Resource and Reference Materials | 17,286 | |
| Professional/Scientific Supplies | 20,884 | |
| Food/Clothing/Household Supplies | 685,044 | |
| Medical/Dental and Optical Supplies | 303,652 | |
| Building/Equipment/Mtce. Supplies | 234,646 | |
| Grounds/Roads Supplies | 7,881 | |
| Miscellaneous Supplies | 45,797 | |
| Vehicle Maintenance/Operations | 96,066 | |
| Total Operating Expenses | | 2,781,240 |
| Central Data Processing | | 3,298 |
| Equipment: | | |
| Office Equipment/Furniture | 55,545 | |
| Scientific/Electronic Equipment | 19,272 | |
| School Equipment | 273 | |
| Motor Vehicles | 50,567 | |
| Machinery/Implements and Tools | 113,817 | |
| Other Equipment | 924 | |
| Total Equipment | | 240,398 |
| Capital Improvements | | 963,245 |
| Total Expenditures | | 13,827,300 |

## EXPENDITURES-BY PROGRAM

| | | |
|---|---|---|
| Medical Services: | | |
| Salaries and Wages | 1,190,362 | |
| Operating Expenses | 586,632 | |
| Equipment | 41,536 | |
| Total | | 1,818,530 |

|  |  |  |
|---|---|---|
| Land Structures Major Improvements: |  |  |
| Capital Improvements |  | 963,245 |
| Auxiliary Services: |  |  |
| Salaries and Wages | 2,718,331 |  |
| Operating Expenses | 1,557,857 |  |
| Equipment | 13,173 |  |
| Total |  | 4,289,361 |
| Administration: |  |  |
| Salaries and Wages: | 657,107 |  |
| Operating Expenses | 520,406 |  |
| Data Processing | 3,298 |  |
| Equipment | 52,045 |  |
| Total |  | 1,232,856 |
| Resident Living: |  |  |
| Salaries and Wages: | 4,954,186 |  |
| Operating Expenses | 86,712 |  |
| Equipment | 94,578 |  |
| Total |  | 5,135,476 |
| Resident Programs: |  |  |
| Salaries and Wages | 319,133 |  |
| Operating Expenses | 29,633 |  |
| Equipment | 39,066 |  |
| Total |  | 387,832 |
| Department Total |  | 13,827,300 |

# APPENDIX IV

## STAFFING LEVELS, LEGISLATIVE SALARY INCREASES, EMPLOYEE TURNOVER AND RECRUITMENT PROBLEMS

| | |
|---|---|
| Staffing Levels 83-85 | Remained the same with 296 full time positions. This includes the 16 court ordered positions in 1982.<br>Many staffing positions were reclassified to meet Title XIX Requirements.<br>No new positions were allocated to meet Title XIX Requirements.<br>Last 6 months of Biennium temporary positions went from 35 to 100 to meet requirements. |
| Recruitment | Kept at a minimum due to financial problems and only one employee in the Personnel Department. Recruitment centered around Speech Pathology, Psychology, Special Education, Physical Therapy and Occupational Therapy. PT and OT met through contracted services. |
| Legislative Appropriations | Appropriated $9,591,497 for salaries and wages. We were $450,940 over our budget in temporary salaries due to staff requirements. |

| | |
|---|---|
| Pay Plan/Salary Increases | During each year of the biennium the State picked up two percent (2%) of the employee's share of the retirement contribution. Also in July 1984 employees received $60.00 adjustments.<br>Employees received $50.00 minimum increases or up to 5.5% increases in April 1985. |
| Employee Turnover | No data was kept prior to July 1984. Records from July 1984 show an average of 1% to 2% turnover. This does not include retirement or deaths. |

# STATE OF

## STATE INDUSTRIAL SCHOOL

# NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

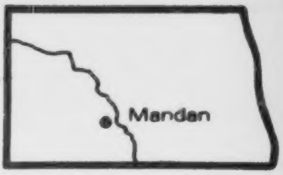
**July 1, 1983 — June 30, 1985**

WALTER H. ODEGAARD

Superintendent

**North Dakota Industrial School**

Route 4 - Mandan, North Dakota 58554-9399
701-667-1400



George A. Sinner
**GOVERNOR**

R. L. Rayl, Acting
**DIRECTOR OF INSTITUTIONS**

W. H. Odegaard
**SUPERINTENDENT**

Jack Johnson
**DEPUTY SUPERINTENDENT**

November 01, 1985

Mr. R. L. Rayl
Acting Director of Institutions
State Capitol
Bismarck ND 58505

Dear Mr. Rayl:

I am pleased to submit the North Dakota Industrial School's Biennial Report describing staff and student programs and activities for the period of July 1, 1983 to June 30, 1985. As can be noted throughout, there are serious concerns regarding the needs of the Institution in the upcoming years.

The assistance of your office and staff, our Governor, the Legislative Assembly, and the commitment by the North Dakota Industrial School staff in a dedicated effort to assist North Dakota youth placed here, is deeply appreciated.

There is no doubt that all aspects of our programs have been significantly enhanced by interlocking efforts and people making the difference in this biennium of economic strife.

This report has been prepared by the Superintendent and the staff of the North Dakota Industrial School.

Respectfully,

Walter Odegaard

W. H. Odegaard,
Superintendent

WHO/clc

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## NORTH DAKOTA INDUSTRIAL SCHOOL

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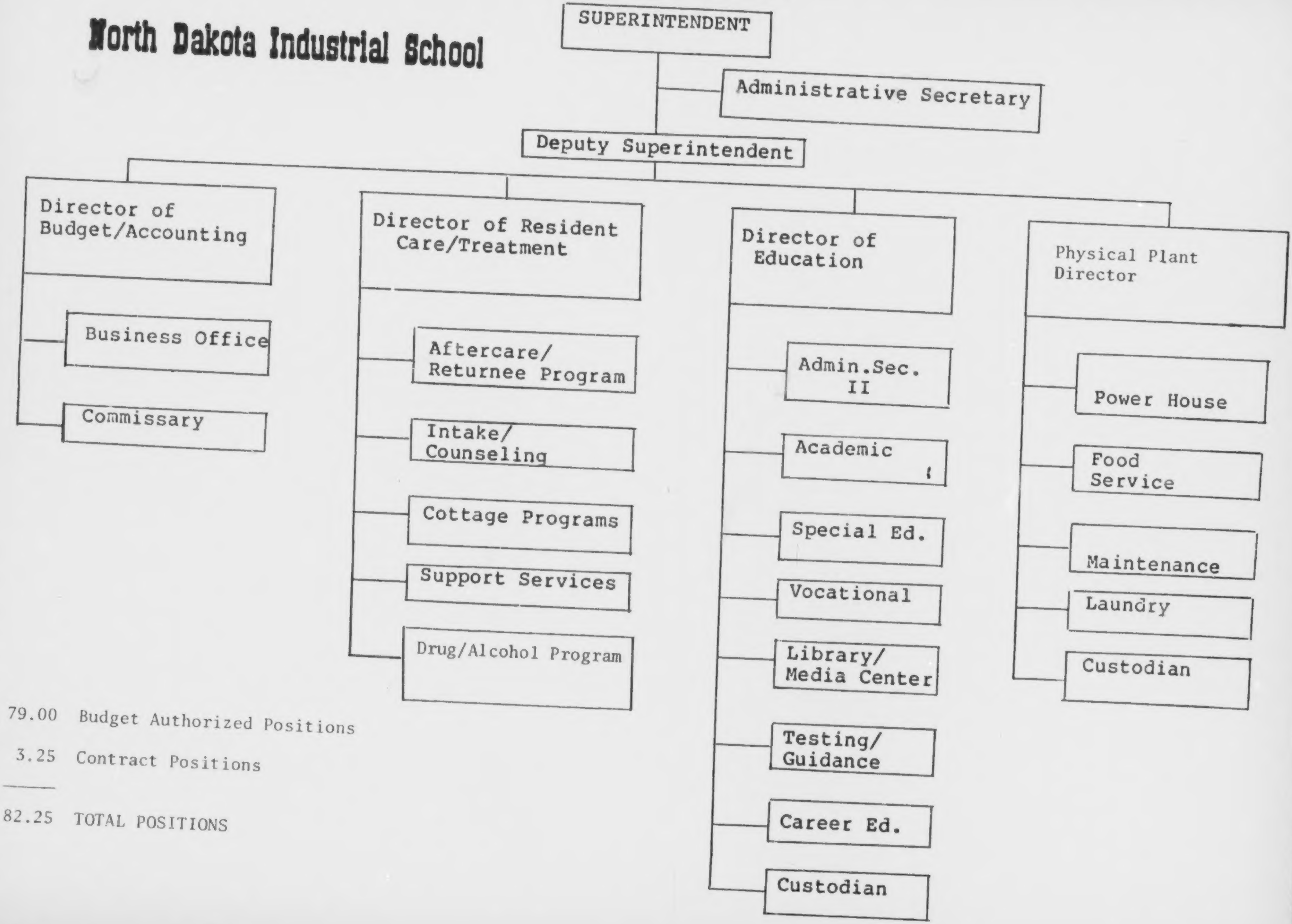
# North Dakota Industrial School

## ORGANIZATIONAL CHART


SUPERINTENDENT
Administrative Secretary
Deputy Superintendent
Director of Budget/Accounting
Business Office
Commissary
Director of Resident Care/Treatment
Aftercare/ Returnee Program
Intake/ Counseling
Cottage Programs
Support Services
Drug/Alcohol Program
Director of Education
Admin.Sec. II
Academic
Special Ed.
Vocational
Library/ Media Center
Testing/ Guidance
Career Ed.
Custodian
Physical Plant Director
Power House
Food Service
Maintenance
Laundry
Custodian

| | |
|---|---|
| 79.00 | Budget Authorized Positions |
| 3.25 | Contract Positions |
| 82.25 | TOTAL POSITIONS |

# BIENNIAL REPORT

## CONSTITUTIONAL RESPONSIBILITIES AND FUNCTION OF THE SCHOOL

### Chapter 12-46-01. Industrial School-Location-Purpose-Name.

The North Dakota Industrial School shall be located at the city of Mandan in the county of Morton, and shall be the general reform and industrial school of the state for the detention, instruction, and reformation of juveniles of both sexes who are committed to it according to law.

### Chapter 12-46-03. Officers of the North Dakota Industrial School.

The officers of the North Dakota Industrial School shall be a Superintendent and such teachers and assistants as may be deemed necessary and recommended by the Supterintendent and approved by the Director of Institutions.

### Chapter 12-46-13. Who may be sent to State Industrial School-Court Procedures.

Whenever a person under the age of eighteen years is found guilty in any district or county court of a crime or public offense, the court may in its discretion order the person be first committed to the state industrial school, however the court shall order that the person be first committed to the state industrial school if the person is under sixteen years of age. A person so committed attaining the age of eighteen years shall be transferred to a penal institution or detention facility to serve the balance of his sentence. A person so committed who attains the age of sixteen years may be transferred after the person has been given an administrative hearing to determine if the safety of other residents or the general public justifies the transfer. A person sentenced under this section shall have all the rights to sentence reduction for good and meritorious conduct and all the pardon and parole rights of an adult sentenced to a penal institution.

### Chapter 12-46-15. Contents of order of commitment.

Every order of commitment to the North Dakota Industrial School grants full authority for treatment and transfer of any student to the administrators of the industrial school as provided by law, however, every order of commitment shall specify the date, as near as may be ascertained by the juvenile court, at which the accused will attain majority. The date so ascertained and specified shall be conclusive for all purposes connected with the North Dakota Industrial School. The committing judge shall make available to the North Dakota Industrial School all pertinent data, reports, evaluations, and documents in the court's possession with respect to the child at the time of commitment or immediately thereafter.

# AFTERCARE PROGRAM OF INDUSTRIAL SCHOOL

## Chapter 12-52-01. Director of Institutions to administer Aftercare program.

The Director of Institutions may provide an aftercare program and may contract with public and private agencies to provide aftercare services for persons committed to the State Industrial School and may establish facilities in, and rules and regulations under, which such persons may receive aftercare.

## Chapter 12-52-02. Aftercare granted on recommendation of Superintendent.

No aftercare program shall be provided for any person committed to the North Dakota Industrial School or placed under the guardianship, control, and custody of the Superintendent, unless the Superintendent recommends the program to the Director of Institutions, and some suitable person will receive the person to be placed in the aftercare program under conditions approved by the Superintendent. Nothing in this chapter shall prevent the placing of any person into his own home or into a licensed foster home under any program administered by the Social Service Board of North Dakota.

## Chapter 12-52-03. Recommitment to the State Industrial School for violation of aftercare rules.

A person placed in an aftercare program shall be under the guardianship and control of the Director of Institutions and is subject, at any time until the expiration of the time for which he was committed, to be taken into actual custody and returned to the State Industrial School. The Director of Institutions may enforce the rules and regulations made by him for the administration of aftercare programs and the placement of students in them, and when he is satisfied that a person placed in an aftercare program has violated any of the rules or regulations, he may order that person to be taken into actual custody and returned to the State Industrial School, and to be detained therein until the expiration of the time for which he was committed, or until he is again placed in an aftercare program. The Director shall maintain a record of any such order, and a certified copy of the order may be delivered to any peace officer, or any officer or employee of the State Industrial School, for service and return. It shall be the duty of the officer or employee to receive the order and to apprehend and immediately deliver the person named in the order to the Superintendent of the State Industrial School.

## Chapter 12-52-04. Officer's or employee's return on order of recommitment.

The officer or employee executing an order of the Director of Institutions for the apprehension and return of a person to the State Industrial School shall endorse on the order a return of his doings thereunder and deliver the same, together with the person named therein, to the Superintendent of the School. The Superintendent shall give to the officer or employee a certificate acknowledging the receipt of the person, order and return.

## Chapter 12-52-07. Discharge for good conduct.

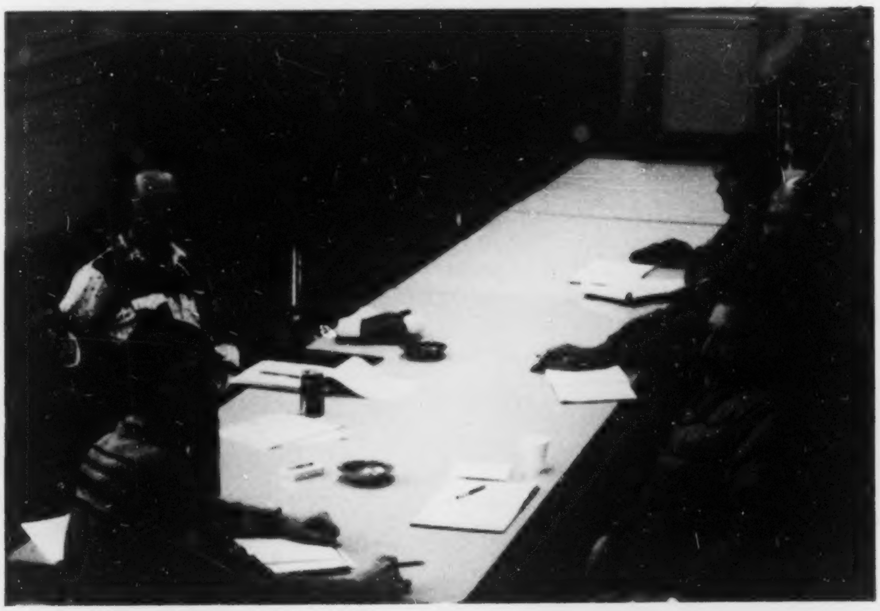
The Director of Institutions may discharge any student from the State Industrial School at any time upon satisfactory evidence of reformation and as a reward for good conduct and diligence in study. If the student has no parent, guardian, or other person to whom to return, the Director of Institutions shall arrange for and procedure some suitable person to receive, employ, and care for the person so discharged, without charge to the state.

## RESOURCES AVAILABLE FROM NORTH DAKOTA INDUSTRIAL SCHOOL

Upon request, the institution will furnish to the public, program descriptions and primary resources such as the North Dakota Industrial School Policy/Procedure Manual, which is presently being drafted. A final copy of the Manual will be on file at the State Library, upon its completion.

Also available, upon request and kept on file at the North Dakota Industrial School are minutes of the following meetings:

- -Area Directors (AD) Meetings
- -Superintendent's Staff Advisory Committee Meetings
- -Student Advisory Committee Meetings
- -Teachers Meetings



## NORTH DAKOTA INDUSTRIAL SCHOOL
## MANDAN, NORTH DAKOTA

### HISTORY & LOCATION

Established as a co-educational institution for adjudicated youth by the act of the Legislature in May, 1902, the North Dakota Industrial School was opened on May 13, 1903.

The North Dakota Industrial School is situated in the beautiful Heart River Valley adjoining the southwest city limits of Mandan, North Dakota. The Industrial School lies in the Missouri River Valley with the Heart River forming a natural eastern boundary.

The campus is located on approximately 125 acres of land just west of the Heart River and city of Mandan. The school, looking much like a North Dakota college campus, is divided east and west by a beautifully lined roadway.

### MISSION STATEMENT

The North Dakota Industrial School's mission is to participate in the overall Director of Institution's mission, calling for the protection of society as well as the treatment and rehabilitation at the juvenile level. This will be accomplished by programming and establishing goals that cause juvenile residents to internalize attitudinal and behavioral changes enabling them to adequately function in a free society to a degree that will prevent further involvement with the criminal justice system. Such changes are affected through academic, remedial, special and reality therapy treatment programs dealing with the development of social skills and behavior.

All students are required to deal with their own behavior, past and present, and their own behavioral management. The students are asked to begin developing day-to-day skills which are needed to live effectively once they leave the North Dakota Industrial School.

The North Dakota Industrial School attempts this accomplishment through the use of Reality Therapy. As can be noted in the description of the Counseling Services, the treatment approach is identity-oriented. The ultimate goal of this treatment approach is to lead the individual away from a failure syndrome by learning to deal with his/her behavior in a more successful manner. In essence, students are asked to identify the area in which they have been doing poorly, develop a better plan, and carry out their new program with a stronger commitment. Under the auspices of Reality Therapy, excuses are not accepted. Should failure occur, natural consequences or discipline will be the result.

Over the past several years, the Industrial School has found success with this treatment modality and other state agencies dealing with juveniles have initiated Reality Therapy as their own treatment approach.

## PHYSICAL FACILITIES

The North Dakota Industrial School currently has four (4) cottages which house the student residents. Three of the cottages house male students, Hickory, Brown and Pine. One of the cottages, Maple, houses all the female student residents.

Each of the four cottages is staffed by a Cottage Director and a team of Resident Counselors, all of whom provide supervision 24 hours a day, 7 days a week. The Cottage Director is directly responsible for the facility, the staff, the student living activities, and the behavioral management of the students.

On the east side of the campus, three cottages are located. Brown Cottage, which was opened on December 22, 1963, has a capacity of 24 students, and is a treatment cottage. Maple Cottage, housing the female student residents placed at the North Dakota Industrial School has a capacity of 35 students. It was completed in 1952 and student residents in this cottage can either be placed in single or multiple resident rooms.

Maple Cottage is unique in that it features a Receiving and Development Unit, serves as a maximum security unit for females, and is also a treatment cottage for female students.

Pine Cottage was re-opened as a security and treatment cottage in 1983. Old Pine Cottage burned in January of 1981, and this is a completely rebuilt and remodeled cottage. It has a capacity of 14 students.

Hickory Hall is located on the west side of the campus and was completed in 1955. It has a capacity of approximately 25 students. Presently, Hickory Hall serves as the facility for the Receiving and Development Unit for male students, and is also utilized as a treatment cottage.

The Administration and Education Building, completed in 1961, is located on the southeastern side of the campus. This facility contains a modern school with library, music and art, crafts, academic areas, and Industrial Arts. The Vocational Education and Maintenance Building is located on the northern side of the Administration/Education building and houses the Trade School, Carpenter, Auto Mechanics, Motor Mechanics and Plumbing/Maintenance Shops.

The All-Faiths Chapel, completed in 1964, is located on the west side of the entrance roadway and is used to conduct religious services for all denominations and special religious programs.

The Commissary Building, erected in 1964, includes a meat department which has a walk-in cooler, a regular cooling unit, and a sharp-freeze unit.

Water used for drinking and sanitary purposes is supplied by the City of Mandan. The North Dakota Industrial School wells furnish water needed for irrigation and watering of lawns.

One-half of the campus is contained within the corporate limits of the City of Mandan, and thus, protection is provided by the Mandan City Fire Department and Mandan Police Department. The North Dakota Industrial School is also included within the Mandan Rural Fire Department District.

## NORTH DAKOTA INDUSTRIAL SCHOOL DEPARTMENTS

Besides the Administrative functions and the Clerical and Business Manager areas, the North Dakota Industrial School has four major departments. They are: Maintenance and Capital Improvements (Physical Plant), Resident Care and Treatment, Education and Aftercare.

A description of these services follows:

## MAINTENANCE AND CAPITAL IMPROVEMENTS

The Maintenance Department at the North Dakota Industrial School is under the direction of Mr. Henry Eckroth, Director of Physical Plant. The primary purposes of this department are: maintain a satisfactory appearance of all buildings and grounds, provide maintenance on institutional vehicles and equipment, and provide repair and maintenance services to all cottages and buildings, which includes the areas of plumbing, carpentry, electrical, heating and other general maintenance activities.

The department consists of 14 positions. They are: one plumber, one carpenter, one electrician, one heating plant supervisor, three heating plant operators, one laundry supervisor, one custodian, and one maintenance worker II. The department also includes the food service area with four (4) staff members.

Programs and activities conducted during the biennium included improvement and enhancement of the campus outdoor lighting system (security). The completion of the smoke alarm system, tied in with the electrical system, was completed. Extensive repair and remodeling in Devine Hall was completed, this included the installation of security windows and a new kitchenette area. Brown Cottage kitchenette was also remodeled with new cupboards, counters and also a new floor. Extensive painting was done in all the residential cottages.

A major project completed was the improved water line project. This project was the result of a study made by the City of Mandan and the Mandan Fire Department. The water flow of the existing line was well below that needed to fight a fire of any size on the institution. A new 12 inch line was installed to increase that flow to meet the needs of the institution. This project was completed through the efforts of the City of Mandan, the North Dakota Industrial School and the United States Department of Agriculture, Great Plains Research Station, the latter entity connecting onto the 12 inch line and running south to the Research Station.

One of the major projects occured during the Spring and Summer of 1984. During this period, the original Administration Building (Old Main), was razed. The major effort was provided by Gartner Wrecking of Mandan. The purpose for taking "Old Main" down was that it was becoming a physical hazard on the campus as it was physically deteriorating. The agreement was, the firm of Gartner Wrecking would take down the building for what it could salvage in materials. The students at the Industrial School became involved by cleaning bricks for Gartner Wrecking, and the students were paid per brick as Gartner sold the cleaned bricks as part of the salvage.

Another one of the major projects of the biennium was the modification of the Coal Gasifier and Ash Removal System which will provide for energy savings.

The gymnasium floor was re-surfaced and re-finished and the interior of the gym was completely painted.

A major tree replacement program is also well underway as most of the elm trees have been lost due to Dutch Elm Disease.

## FUTURE DIRECTIONS:

Maintenance and capital improvements suggested for the North Dakota Industrial School for the future would include a new kitchen and dining facility and a new residential cottage.

# RESIDENT CARE & TREATMENT DEPARTMENT

The North Dakota Industrial School Resident Care & Treatment Department, under the direction of Mr. Conrad A. Dvorak, consists of the following areas: Intake/Counseling, Cottage Programs, Support Services and Drug/Alcohol Awareness Program. The Resident Care and Treatment Department has a total of 43 full time authorized state positions.

The major goals of the Resident Care & Treatment Department include:

1. Provide a diagnostic assessment of each student through a comprehensive clinical, educational and vocational testing program;
2. Provide individual as well as group counseling to students;
3. Design and coordinate treatment plans for each student;
4. Facilitate the Receiving and Development units for both male and female students;
5. Provide the necessary programming services that will best benefit students during their placement at the North Dakota Industrial School;
6. Keep records and monitor the progress of each student;
7. Develop and coordinate plans regarding the release of each student;
8. Provide consultation and training for all staff at the North Dakota Industrial School;
9. Provide for the coordination of aftercare services.

## Accomplishments:

During the 1983-85 Biennium, the Department of Resident Care and Treatment established a victim's group. The program objective was to help victims that have been sexually abused, either through incest or rape, cope with and address their feelings and learn new ways to handle themselves in the future so they will not continue to be victimized or become perpetrators themselves. The group is run by co-facilitators, a male and female.

There is criteria for group admittance and program goals which are accomplished through weekly group meetings, individual counseling sessions and family sessions.

Level systems, already effective in Maple, were implemented in Brown and Pine Cottages. Hickory Cottage is in the process of developing their level system. The level system in the cottages provides for a system that allows residents to learn and demonstrate increasing levels of responsibility in a progressive manner.

During the biennium, resident's individual treatment programs were more fully developed, with goals and objectives more clearly defined of the expected behavior and accomplishments of residents.

All residents staffed to remain at this facility for treatment have individual treatment programs. A Sexual Health Awareness Program was developed for the boys at NDIS. The program's goals were to:

1. Help the boys better understand the physiological and psychological sexual development of males and females.

2. Provide useful data about contraception and sexually transmitted diseases.

3. Learn the traumatic effects on rape and incest victims, as well as provide an opportunity for any victim themselves to feel more comfortable in addressing their feelings.

4. To discuss with a group of perpetrators in treatment, their lives and what led up to them becoming perpetrators and the effect it had on them as well as the victim, providing again, an opportunity for students at NDIS to look at themselves and their sexual behavior.

## RECEIVING AND DEVELOPMENT PROGRAM:

Residents will not be admitted to the North Dakota Industrial School without an official commitment order. New residents will be taken to the intake cottage, Hickory Cottage, for the boys, and Maple Cottage for the girls.

All residents will be placed in a Receiving and Development (R & D) Program, which is the assessment program at NDIS. The Receiving and Development Coordinator will be working with the residents for the first month of his/her commitment.

During the R & D period, we work closely with the residents getting to know them and addressing them in relation to their behavior, education, family, problems and needs. We complete the evaluation process through means of behavioral observation, testing and interviews. The thirty day period is also a time when the residents are oriented to the services and programs that are available here to help them.

The R & D Program for each resident culminates in a formal meeting, which is called the R & D staffing. At the staffing, reports will be presented that have been written by Cottage Residency Counselors, Teachers, and Testing Personnel, and they will concern the progress of the resident. The parents of each resident will receive a letter from the R & D Coordinator inviting them to attend the staffing. At this staffing, recommendations and decisions are made, regarding further treatment, length of stay, programming and placement.

At the time of staffing, the parent will meet with the residents assigned treatment counselor, who will at that time discuss with the parents, any questions or concerns they have regarding the treatment programs at NDIS.

During the first few days of the residents intake, a packet of information will be sent out to the parents. The packet will include the following: 1) Consent for Release of Information; 2) Insurance form; 3) A permission form allowing resident to smoke; 4) A permission form allowing resident off campus; 5) A letter stating that we will not be liable for residents personal items of value; 6) A medical form; 7) A letter with regulations for residents regarding visitations, off campus visits, money, etc.; and 8) A letter from the Superintendent.

## Counseling Program at NDIS:

All residents are assigned a treatment counselor and are involved in an Individual Treatment Program which is developed with his/her counselor. The Individual Treatment program is developed, through getting input and ideas from the resident, the family, and community worker, and any other agency involved with the resident.

The purpose of developing an Individual Treatment Program (ITP) is to clearly define the goals and objectives of the expected behavior and accomplishments. Specification of plans and goals will be included in the Individual Treatment Program, and they will include the following areas:

1. Educational needs.
2. Residential living expectations.
3. Counseling, the identification of basic needs.
4. Recreation.
5. Employability.
6. Family relationships.
7. Strengths and weaknesses.
8. Placement.
9. Drugs and Alcohol.
10. Other.

All residents will be involved in a treatment group, held three times a week. The group has guidelines which the residents follow. Group goals include:

1. Identifying problems and look for resolution.
2. Build trust.
3. Learn cooperative living.
4. Learn from one another.
5. Build togetherness.
6. Develop plans.

All residents are seen at least one scheduled time per week by his/her treatment counselor.

A sexual abuse group is available to any female victims that have been sexually abused. This group is led by co-facilitators, a female and male therapist.

Drug and Alcohol Awareness is provided for the residents at the N. D. Industrial School. A program is offered in three Phases:

Phase I includes:

1. Pharmocology
2. Disease control
3. Family roles
4. Decision-making
5. Defenses
6. Community resources

All residents attend Phase I.

Appropriate residents are recommended by the counselor to the Drug and Alcohol Coordinator to attend Phase II and Phase III.

Phase II includes a 12 week program to provide a more intense awareness through group work.

Phase III includes an introduction to Alcohol Anonymous (AA) program through AA meetings held on campus. Residents involved in the AA campus program may be selected to attend AA off campus.

Families are encouraged to be involved in the residents program while at the Industrial School. The more involvement there is, the better we are able to assist and help the family members in their reunitement and the residents transition back home more successful.

Treatment Team Meetings are held on each resident at least every three months. The Residents Treatment Team members consist of the residents Cottage Director, Counselor, 3 teachers from the educational department, and a cottage staff. The purpose of this meeting is to review and develop goals and objectives to help each resident meet his/her needs successfully, and to compare his/her perception to how others see him/her doing. Parents are invited to attend these meetings.

## RESIDENT LIVING:

1. Code of Conduct: The North Dakota Industrial School has a written and posted code of conduct for residents, listing consequences for behavior which violate facility rules and regulations.

2. Level System: Each cottage has a level system that allows for residents to learn and demonstrate increasing levels of responsibility in a progressive manner. The level system goes from Level I to Level IV with IV being the highest. Residents must apply for each Level, completing an application and receiving approval from those staff that work with him/her in each area of his/her program. The application will be submitted to the Cottage Director, who will make the final decision after receiving input from the staff that work directly with the resident.

3. Resident Accounts: Residents are allowed to have money while at the Industrial School. Each resident has an account and are able to withdraw up to $15.00 per month on the 1st and the 15th. A student may carry $5.00 on their person. Anything over $5.00 will be secured and cared for in the cottage by the Cottage Director.

4. Visits and Vacations: Residents are encouraged to have visitors on campus as well as visitations and vacations off campus. Visitation hours are between 1-5 p.m. on Saturday and Sunday special time arrangement during the week. Arrangements to visit at any time must be pre-arranged with the Director of the Cottage in which the resident lives.

5. Cottage Jobs and Campus Assignments: Residents will be involved in both cottage job assignments and campus jobs. The purpose being to teach and develop new skills, better work habits and responsibilities.

Residents must demonstrate responsibility in the cottage areas before they progress to campus assigned tasks or projects that require residents to go off the Industrial School grounds.

6. Sexual Health Program: A Sexual Health Program is offered to the residents to better understand the psychological sexual development of males and females. Persons from various agencies throughout the community are invited in to discuss with the residents, topics and related issues on sexual development

7. Tuit Program: A Tuit is a person who requests or is assigned to a resident so that involvement and informal access to staff is provided beyond the formal counseling and contact. Scheduled activities are provided for those that choose to become involved and active in the program. All residents are provided with the opportunity to have a Tuit; they may however, choose not to.

8. Secondary Counselor: Secondary counselors are resident supervisors that work with the students in the cottages. Each resident is assigned to a secondary counselor. The secondary counselor works with the primary counselor in implementing a residents individual treatment program. He/she is responsible, in addition to his supervisory tasks, of meeting with and talking to a resident about any issues, concerns or programs.

## CHALLENGE PROGRAM:

A Challenge Program is provided at the North Dakota Industrial School. Only a small number of our population are able to participate due to the expense and lack of funding for this program.

Residents are chosen, based on their status and who would benefit. When a student is close to completion of his/her individual treatment program and could benefit from the challenge of a trek, he/she is selected. Two types of treks are provided, Hiking Treks in the late spring and early fall with Canoe Treks in the summer months.

The Challenge Trek program teaches kids survival skills, as well as helps to build their self-esteem and confidence in their ability to complete and succeed in a difficult task.

## CULTURAL AWARENESS PROGRAM:

The Cultural Awareness Program meets one time per week and is open to all races. The program is to teach a better understanding and appreciation of Indian Arts and Crafts through classes held, as well as to gain more knowledge on Indian Tribes and their way of life.

Projects and activities include painting, films, lectures, beading, belts, cleaning and repairing saddles, pow wows, drumming, woodcarving, raising buffalo, and sculpturing.

## RECREATION:

Recreational activities are provided to residents to enhance their development, emotionally, socially and physically. Student representatives are scheduled by the residents of each cottage to represent them at a weekly scheduled recreational meeting, to determine the following weeks activities. Recreation for residents are divided into four areas: 1) Physical education classes; 2) Life time sports; 3) Intramural sports; and 4) Social recreation.

## CHAPLAINS PROGRAM:

Religious services are held both on Saturday and Sunday; Saturday at 4:00 p.m., Catholic Mass is held; and Sunday there is a Lutheran Worship service at 10:30 a.m.

Other religious groups that have special ministry to youth are invited to conduct religious activities with our residents. We do encourage residents to attend, however they are able to choose to attend or not.

## MEDICAL, DENTAL AND OPTOMETRIC SERVICES:

Upon arrival, all residents are given a handout which explains the process to gain medical access. All residents will initially be seen by the school nurse for a pre-physical examination, followed by a physical examination by a doctor, and thereafter by request of a resident or staff through a designated referral process. There is a facility doctor that is available for clinic once a week, as needed.

If an emergency situation occurs, emergency care will be provided and the parent or guardian will be contacted as soon as possible.

Dental care will be given on the individual need of each resident. Visual screening is done by the school nurse, after admission. If there is a need for eye glasses, the school will provide the examination, plastic frames and lenses.

## AFTERCARE SERVICES:

When residents are ready for release from the North Dakota Industrial School, the primary counselor develops with the resident, a release plan coordinating the plan with a community worker.

If the resident is on a commitment from the State Youth Authority (SYA), Tribal Court or Federally committed, when released he/she is discharged back to that agency. If the resident is here on a direct court commitment he/she is placed on a trial placement status, under the supervision of either SYA or a probation officer from the courts.

All residents placed earlier then their ending commitment date are under the supervision of a community worker, whether he/she is discharged to another agency or not.

If a resident who was released earlier then his/her ending commitment date, while on aftercare he/she would violate the plan agreed upon by the North Dakota Industrial School, the community worker, and the resident, he/she could be returned on the commitment order that brought him/her originally to the North Dakota Industrial School.

## NEEDS AND FUTURE DIRECTION FOR THE DEPARTMENT OF RESIDENT CARE AND TREATMENT

The present needs of the Resident Care and Treatment Department are as follows:

1. A resident living unit that is expandable and allows for optimum supervision.

2. A more comprehensive family program.

3. A short-term program for first time and non-serious offenders.

4. A more comprehensive work and training program to help prepare residents for the World of Work.

5. A more active outdoor experienced education challenge program.

6. A more intensive staff training program.

7. An aftercare system that is responsive to the needs of residents leaving the Industrial School. This includes access to less restrictive residential care programs, group homes and more intensive supervision of residents on placement in their homes.

The N.D. Industrial School must take a direction of more specialization in specific need areas such as family, victim sexual abuse, sex offenders, drug and alcohol abuse, job preparation, and outdoor challenge programs. It must also be responsive to the needs of residents with emotional and psychological problems that are not appropriate for hospitalization.

# EDUCATION DEPARTMENT

The educational system is under the direction and administered by Frederick R. Kitko, the Director of Education.

The administrator of the educational area is credentialed by the North Dakota Department of Public Instruction to ensure state accreditation for administrating a Junior-Senior high school academic program at the North Dakota Industrial School's Marmot High School. The Director of Education has also the responsibility of administrating the vocational education program at the Industrial School. The State Board for Vocational Education and the Department of Public Instruction accredit our vocational program.

Additionally, the Director of Education provides leadership for curriculum development and program implementation; assures compliance with federally funded programs by monitoring and providing technical assistance; and provides guidance services with other staff for students in academic and vocational education planning.

The Director of Education has a secretary who is responsible for all secretarial and clerical duties; prepares all transcript procedures; transcribes all schedule changes; types the completion of reports required by the Department of Public Instruction; State Board for Vocational Education, Chapter I, and grant funding.

## MEDIA CENTER

The Instructional Media Center has two major functions: 1. It provides alternative approaches to learning in the GED (General Equivalency Diploma) program in the Center; and, 2. It provides an instructional center which coordinates all media and audio-visual material and equipment for the institution.

Within the Media Center, a positive atmosphere is fostered for the student in finding sources of information to encourage student reading for leisure time.

The materials in the Center are organized for easy accessibility and are used by both students and faculty. Accurate inventories of equipment are maintained which has been purchased by both state and federal monies.

## ACADEMIC EDUCATION

Under the Director of Education, the faculty consists of 19 fully qualified and certified teachers holding appropriate degrees in their field. Other school staff include a human services aide for testing, one part-time custodian, and one school secretary, previously mentioned.

Individualized instruction is utilized in all classrooms and instruction is done on a one-to-one basis. The educational system is an open-exit/open-entry system with grade levels ranging from grade 7 through grade 12. The grading system has been changed from a "P" or "S" (passing or satisfactory) to the more traditional letter and number grades, such as A, B, C, and D and a numerical grade from 60's to 100 as passing grades.

The reasons for this change is two-fold: 1) to challenge and encourage students to progressively visualize their improved academic growth, and 2) to correlate more accurately our grading system with the student;s home community. The added benefit of this change in the grading system has improved communications between Marmot High School and the local public school systems in the state.

Work that is not satisfactory is done over by the student until it meets the course standard set by the instructor.

Student assignments evolve from each course outline or continuum. Steps on the continuum are modules of work to be completed. The completion of the prescribed or pre-determined number of modules called "Ed pacs" earns a student a certain amount of high school credit.

Educational services at the North Dakota Industrial School are described in terms of six major program areas. They are: 1) Basic Skills, 2) Academic credit courses, 3) Vocational Education, 4) General Equivalency Diploma Program (GED), 5) Testing Program, and 6) Special Education.

The goal of the basic skills program is to have every student achieve up to their grade level in the basic skills of reading, mathematics and grammar. The basis for measurement in these areas is the California Achievement Test.

The goals of the academic credit courses are to allow students to continue their regular high school course work and/or make up course work they may need for high school graduation. These include required courses as well as elective courses. Marmot High School is accreditated by the Department of Public Instruction.

The goal of the vocational program is to assist students in acquiring entry level job skills as well as earn high school credits. The programs approved by the State Board for Vocational Education are: building trades, office education, agricultural motor mechanics, welding and home economics, which also include a food service program. All students over the age of 16 participate in some type of vocational training. Students under the age of 16 participate in an exploratory vocational program.

Contained within the vocational education program is the Job Training Partnership Act (JTPA) program, which serves those students who are eligible for these services of assessment for their vocational area: basic instruction in job seeking and job retention; and, job placement capability.

The goal of the General Educational Development Program (GED) is to provide our students over the age of 17, an alternative means of earning a high school diploma. After completing the preparatory program, students complete the GED examination at the Bismarck Junior College testing center.

The educational testing at Marmot High School provides a fairly comprehensive program. It assists the teachers in ascertaining various educational and vocational needs of our students. The tests used are:

The California Achievement Test; the Peabody Individual Achievement Test; the Wide Range Achievement Test; the Peabody Picture Vocabulary Test; the Woodcock Johnson Mastery of Skills Test; and the General Aptitude Test Battery. Students are tested upon entrance to and exit from the institution.

## ACCOMPLISHMENTS

Well over one-half of our students participate in our remedial Chapter I programs of remedial reading, basic mathematics and language arts. The average gain each year in all three areas of achievement, has been significant, i.e., .9 months gain in 1983-84, and 1.5 (one year and .5 months) gain during 1984-85.

The establishment of special education classes in specific learning disabilities was established at the beginning of the 1983 biennium. Two of our staff who have taken course work were credentialed in learning disabilities and were reclassified as teachers of specific learning disabilities in special education.

The number of students identified and given services was 120 for the biennium.

Marmot High School also became a member of the Morton County Special Education Cooperative in order to receive professional services and special educational reimbursements for joining the cooperative.

The cooperation between the Industrial School's Vocational Department and the Rough Rider Division of the State Penitentiary, for more "hands on" experiences for our students, has been positive, especially for the first year of the biennium. The second year of the biennium was not as fruitful because of the reorganization taking place at the penitentiary.

Our Competency Based Vocational Education Resource Room was a very successful addition to the curriculum for vocational education. All preliminary paper work (learning steps) and basic principles for each shop with "hands on" experience are learned or mastered before students are allowed to gain full-time entry to a vocational area. This is done in conjunction with the CBVE resource aide and the vocational instructor.

A lack of funding has prevented expansion into a computer program serving a larger number of students.

Our career education program, which is under the area of vocational education and funded in conjunction with Job Service North Dakota and the State Board for Vocational Education was off to a slow start, but has gained momentum and is functioning at a commendable level.

We have managed to provide services to our academically disadvantaged students this Biennium with the use of Chapter I funding. The projected decreases in our allotment was not as dramatic as projected or indicated.

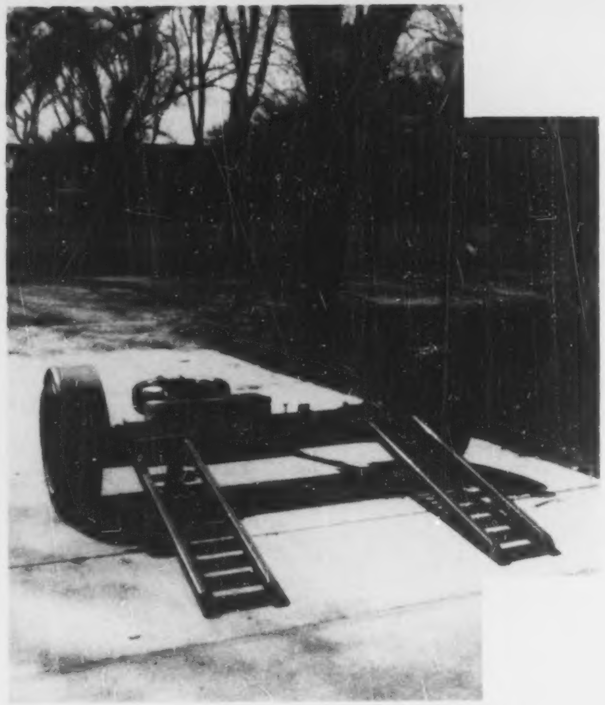
During the biennium, fifteen students received the Marmot High School diploma. This is a gain of two students over the previous biennium; fifty-five students successfully completed the GED program. This is a decrease of twelve students from the previous biennium. Seventy-one students completed their vocational programs and were awarded certificates of completion. This dropped twenty-three students over the last biennium.

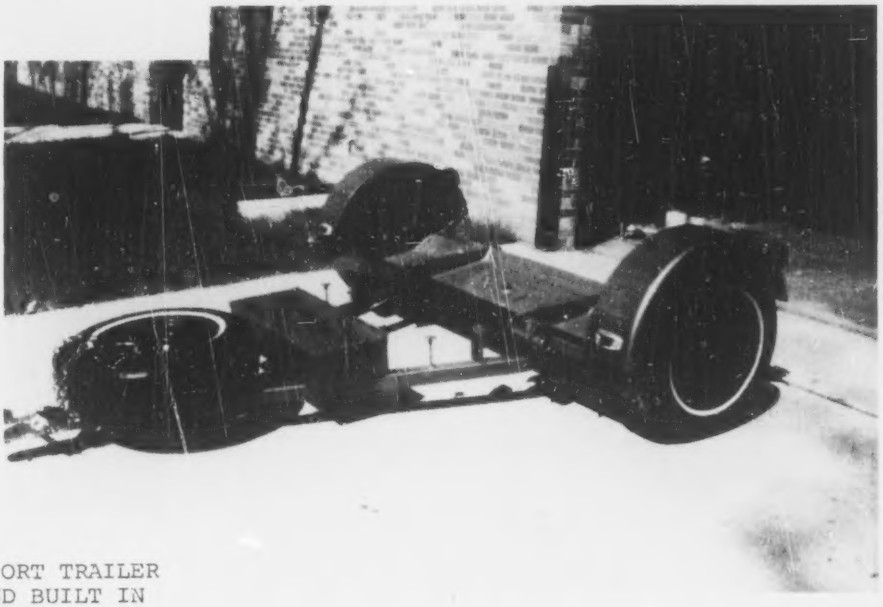
## FUTURE DIRECTIONS

Federal funding of teaching positions has been a mixed blessing. The education department is grateful for the financial considerations that have been received, but the restrictions that are placed on the school limits the school in the use of our staff in the talents and expertise that they possess. Therefore, we have begun with this 1985-87 biennium, to gradually bring portions of federally funded positions over to general fund positions. We will attempt to do this with each future biennial budget as our resources allow. Additionally, projections for federal funding assistance are declining as of this writing. This appears to be the present trend.

A major goal of the education department during this biennium is to direct the major course offerings into a competency based mode. This will be done by using curriculum guides from the Department of Public Instruction as the basis in our planning.

WELDING SHOP





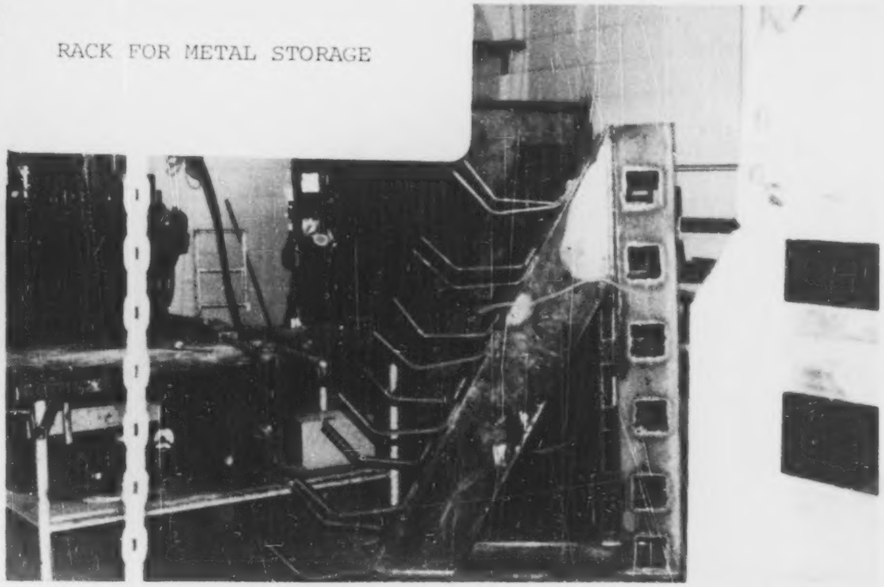
AUTO TRANSPORT TRAILER
DESIGNED AND BUILT IN
WELDING SHOP

CONSTRUCTION OF STOCK
TRAILER

FINISHED PRODUCT

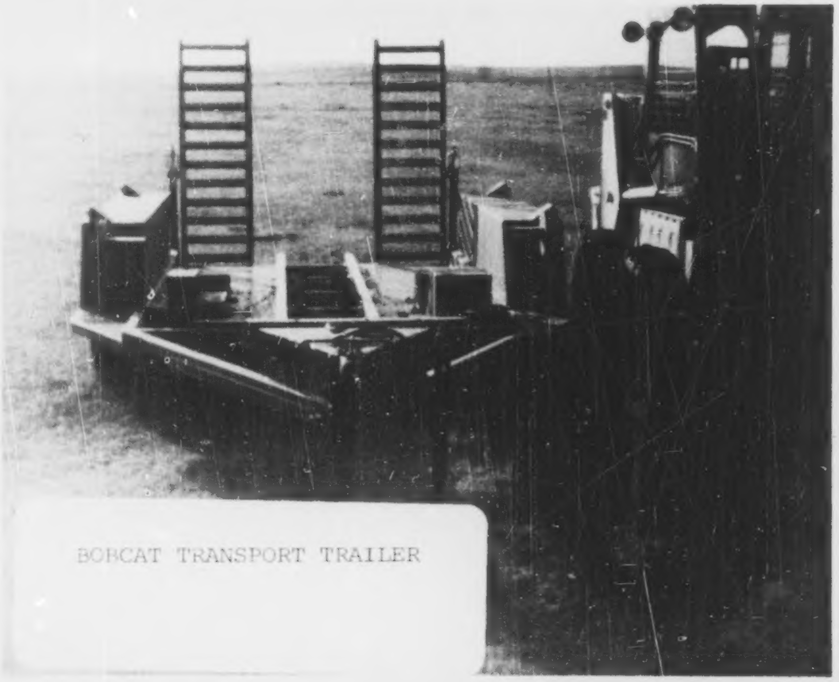
ROUGH RIDER INDUSTRIES

CONVERSION OF MANUAL LOADER TO HYDRAULIC



RACK FOR METAL STORAGE

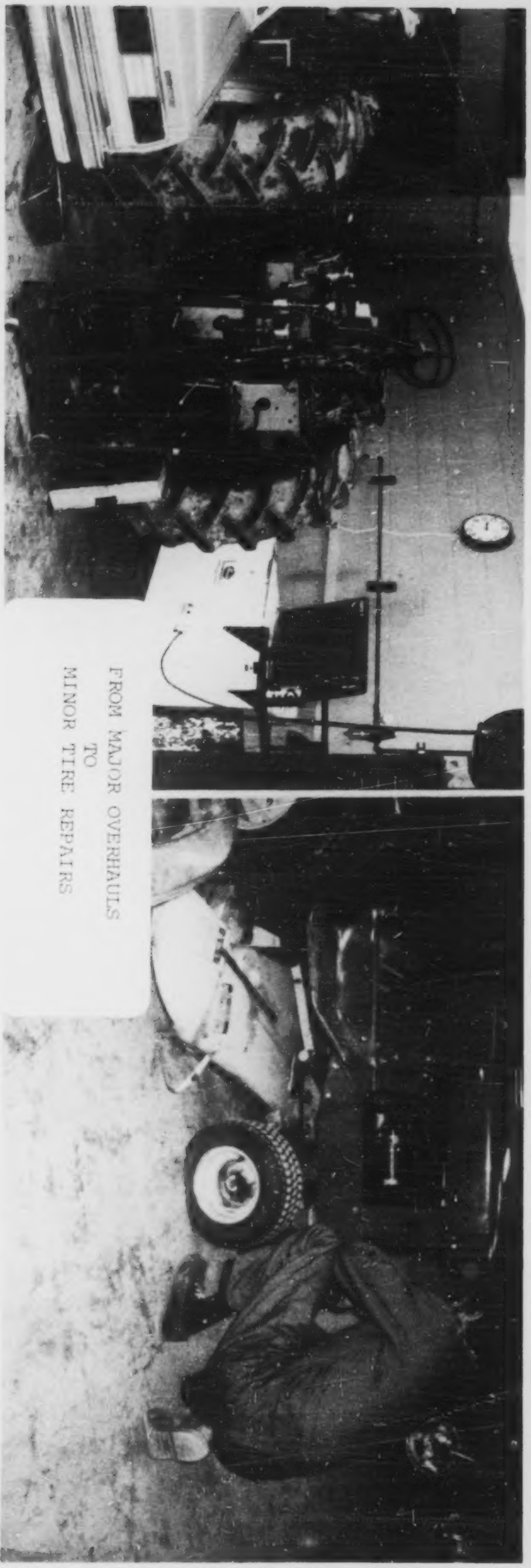
SHARPENING LAWN MOWER BLADE



BOBCAT TRANSPORT TRAILER

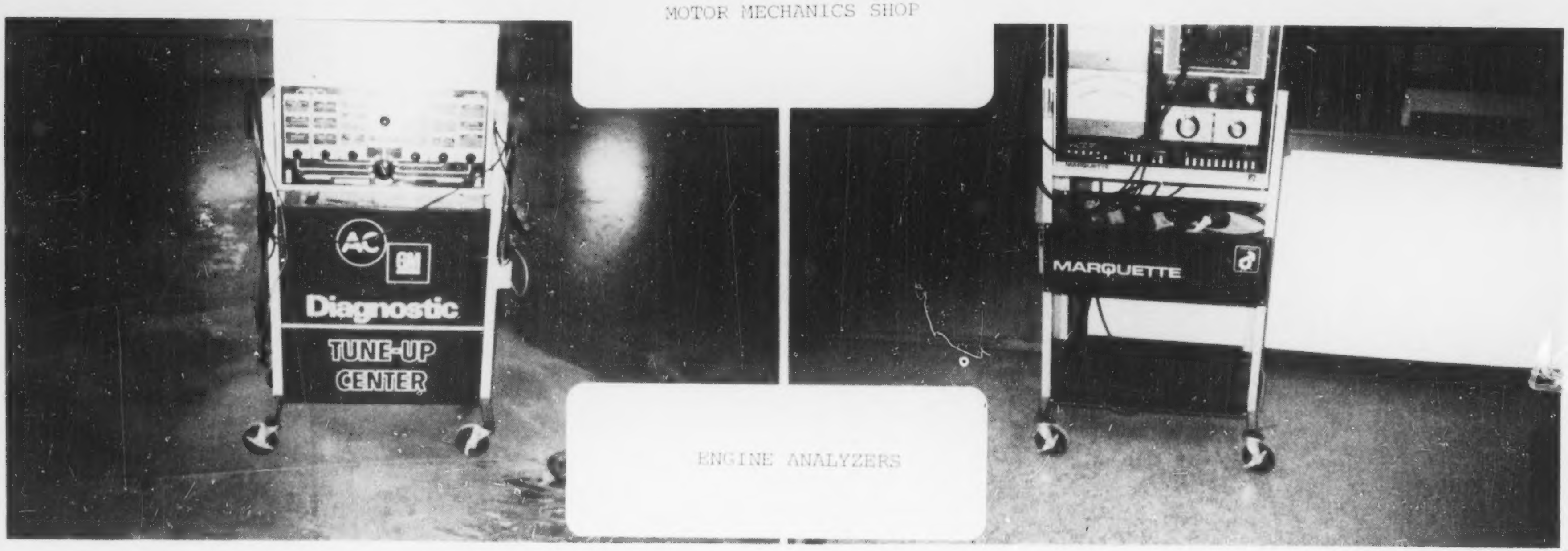
OIL CHANGE

ENGINE TUNE UP



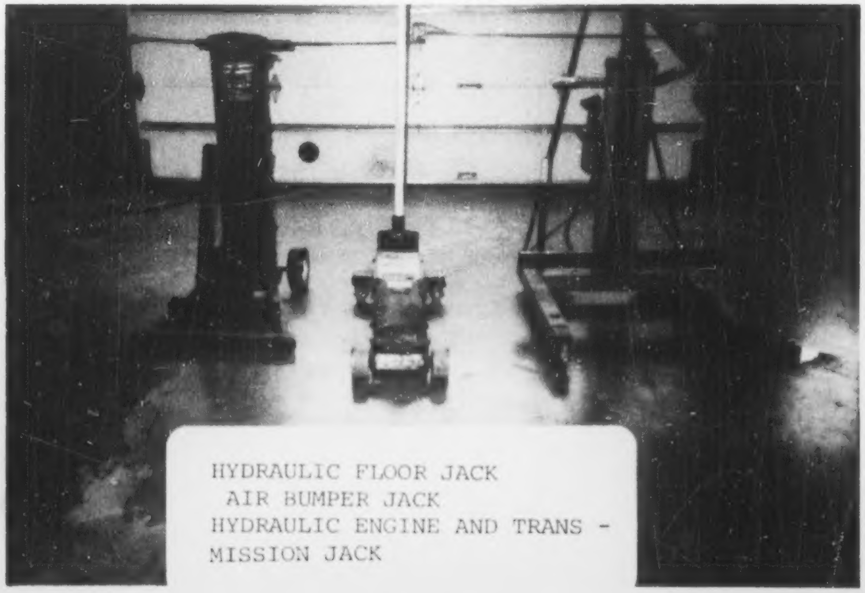
FROM MAJOR OVERHAULS
TO
MINOR TIRE REPAIRS

# MOTOR MECHANICS SHOP


AC
GM
Diagnostic
TUNE-UP
CENTER
MARQUETTE

ENGINE ANALYZERS

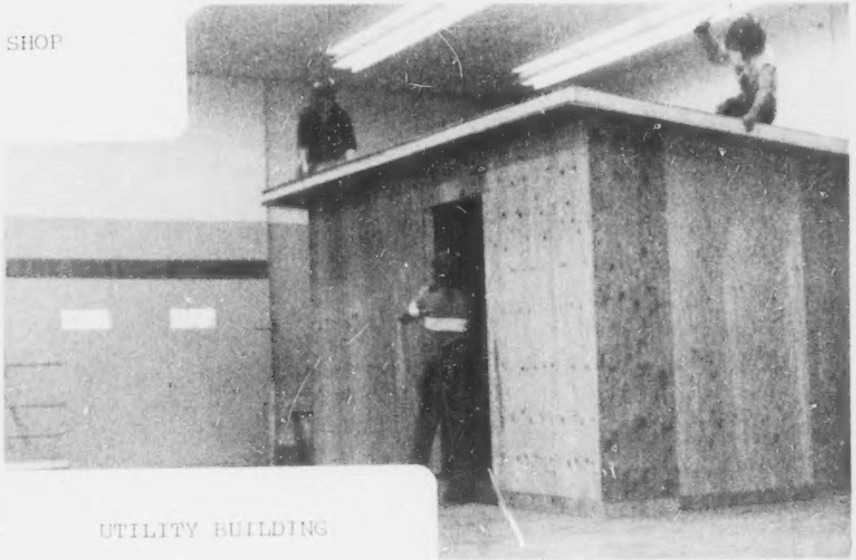
TIRE CORNER- MOUNTING,
BALANCING AND REPAIRING
TIRES.



HYDRAULIC FLOOR JACK
AIR BUMPER JACK
HYDRAULIC ENGINE AND TRANS -
MISSION JACK

BUILDING TRADES SHOP

6 X 8 STORAGE SHED

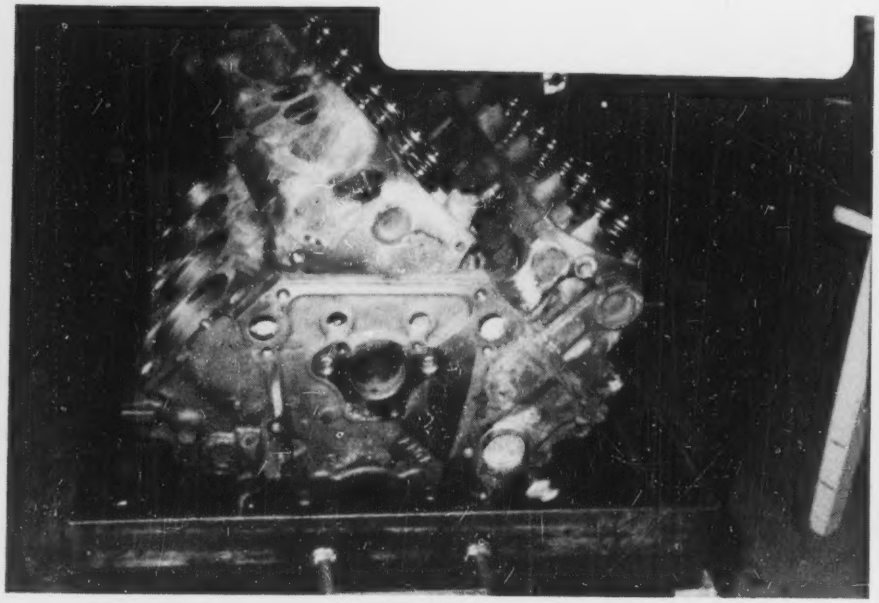


UTILITY BUILDING

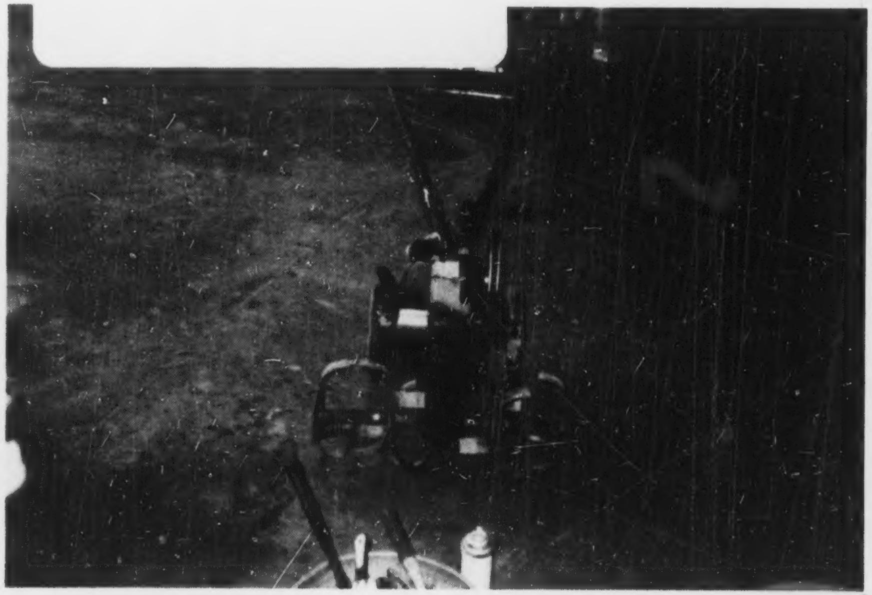
HOG SHELTERS

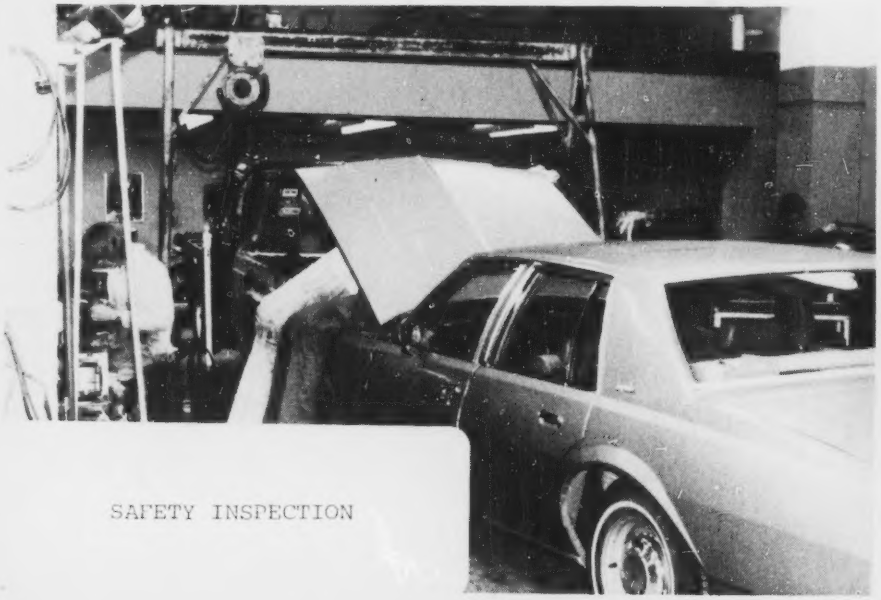
FOR THE BACK YARD
RELAXATION COUPLES SWING

MAJOR ENGINE OVERHAUL

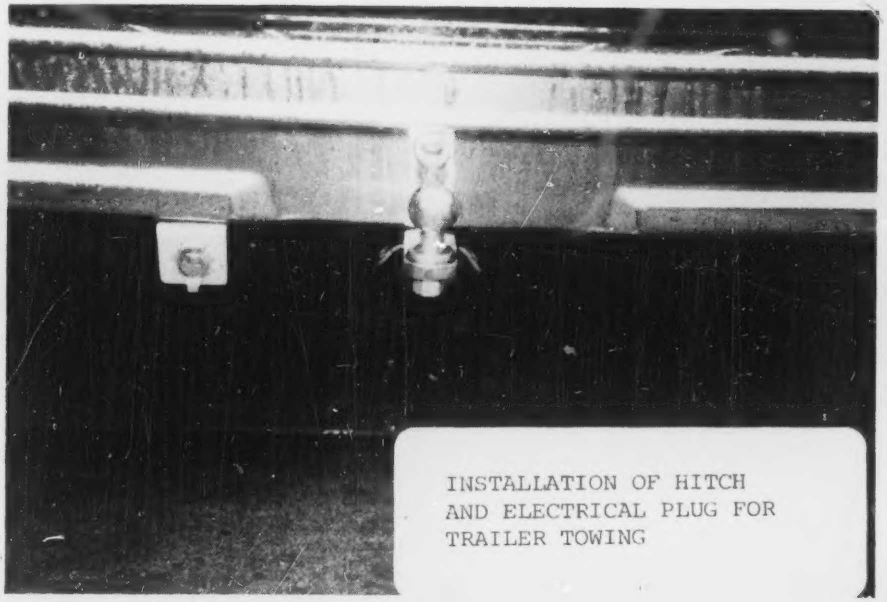


REPAIRING ROTOTILLER





SAFETY INSPECTION



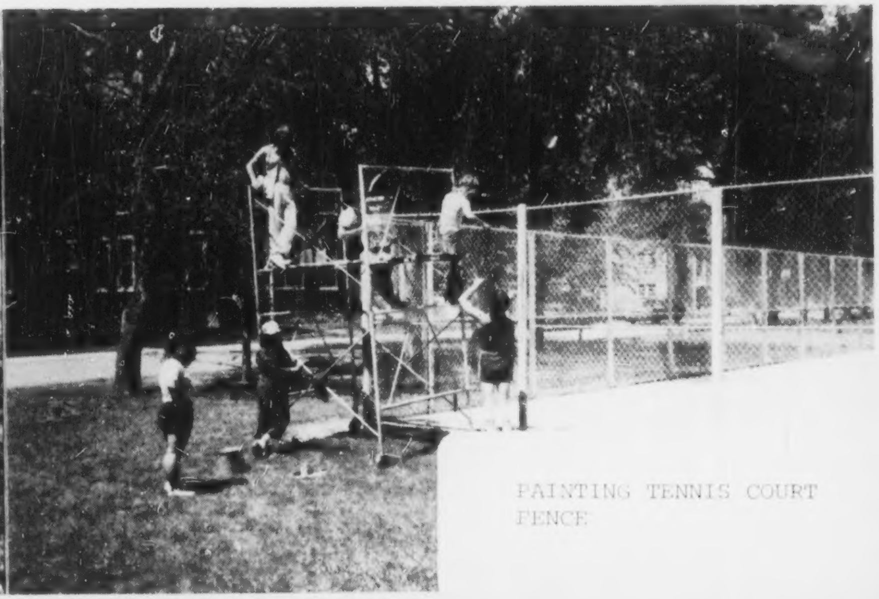
INSTALLATION OF HITCH
AND ELECTRICAL PLUG FOR
TRAILER TOWING

# SPECIAL PROJECTS

TREE STUMP REMOVAL

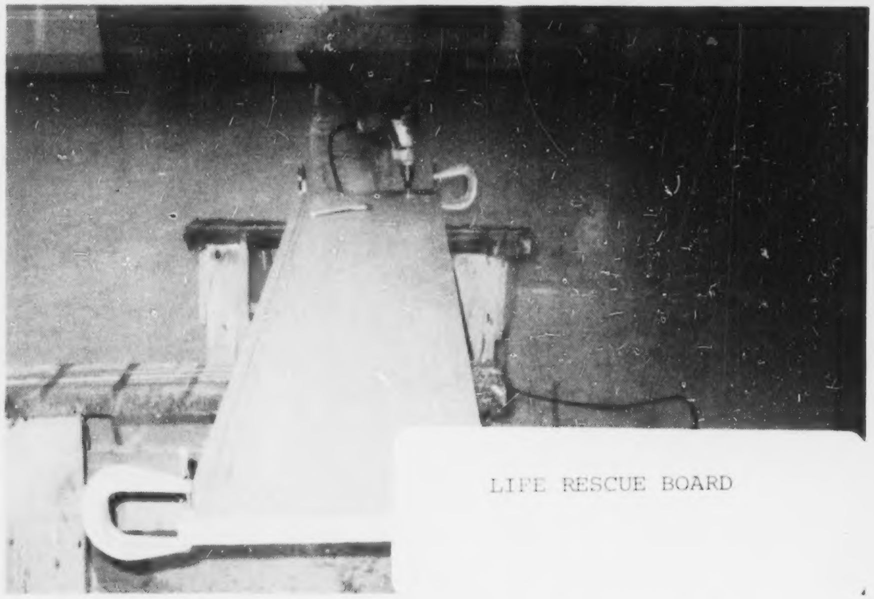
CUTTING LOGS IN 6 to 8 ft.
LENGTHS.

CUTTING, SPLITTING, AND
BUNDLING CORDS OF FIRE WOOD



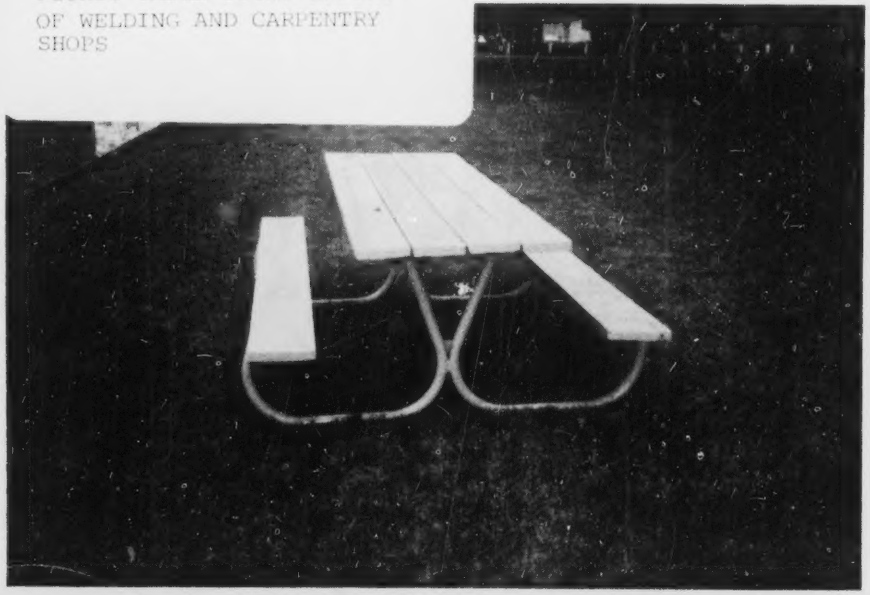
PAINTING TENNIS COURT
FENCE

CALF SHELTERS

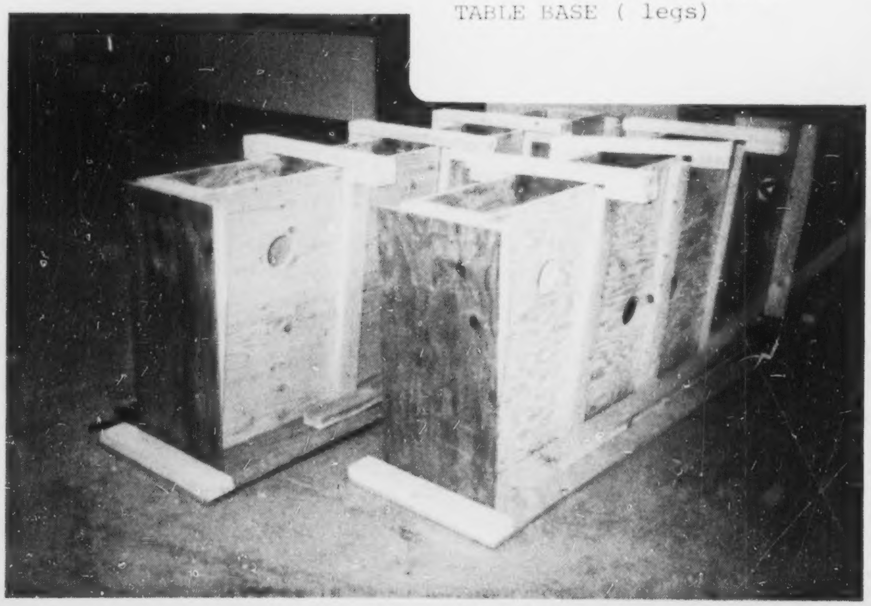


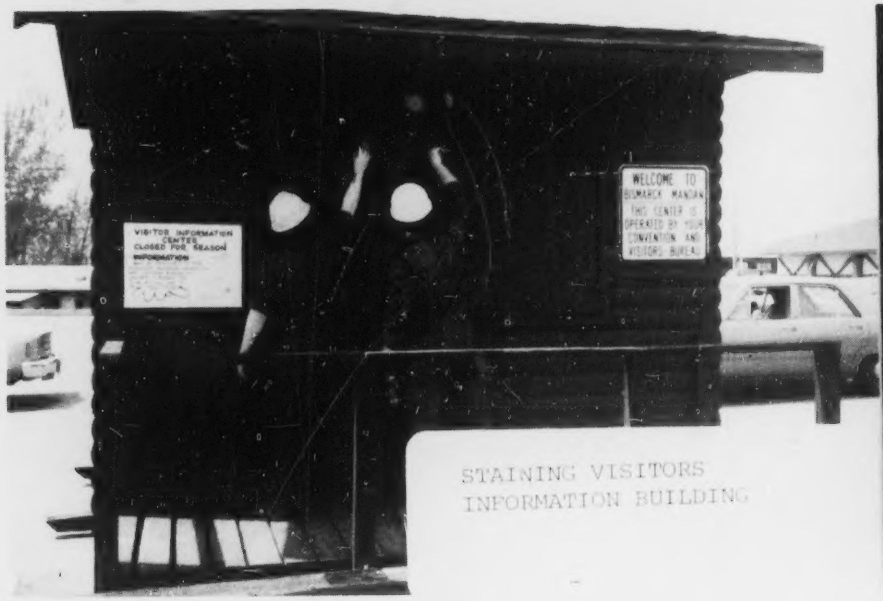
LIFE RESCUE BOARD

PICNIC TABLE JOINT EFFORT
OF WELDING AND CARPENTRY
SHOPS

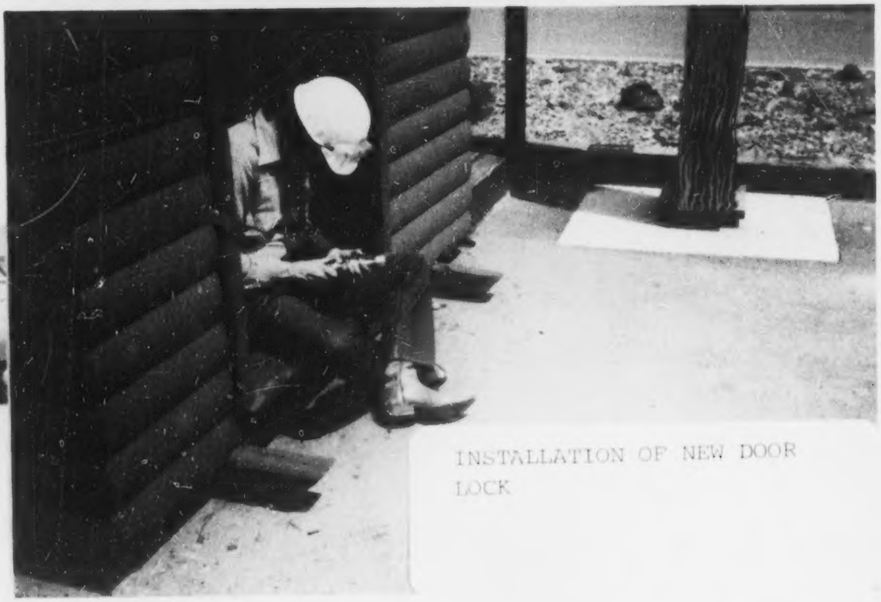


FORMS FOR CEMENT PICNIC
TABLE BASE ( legs)

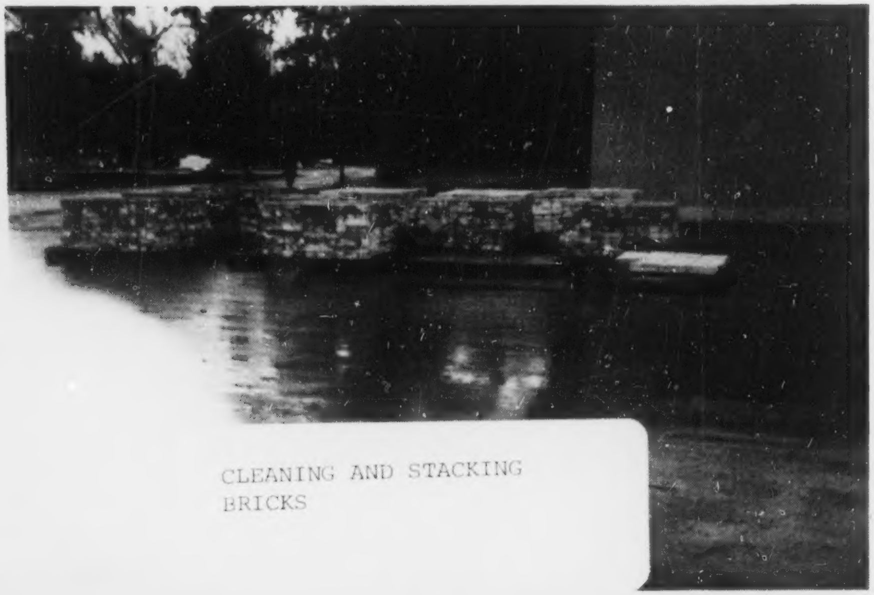



VISITOR INFORMATION CENTER CLOSED FOR SEASON
INFORMATION
WELCOME TO BISMARCK MANDAN THIS CENTER IS OPERATED BY YOUR CONVENTION AND VISITORS BUREAU

STAINING VISITORS INFORMATION BUILDING

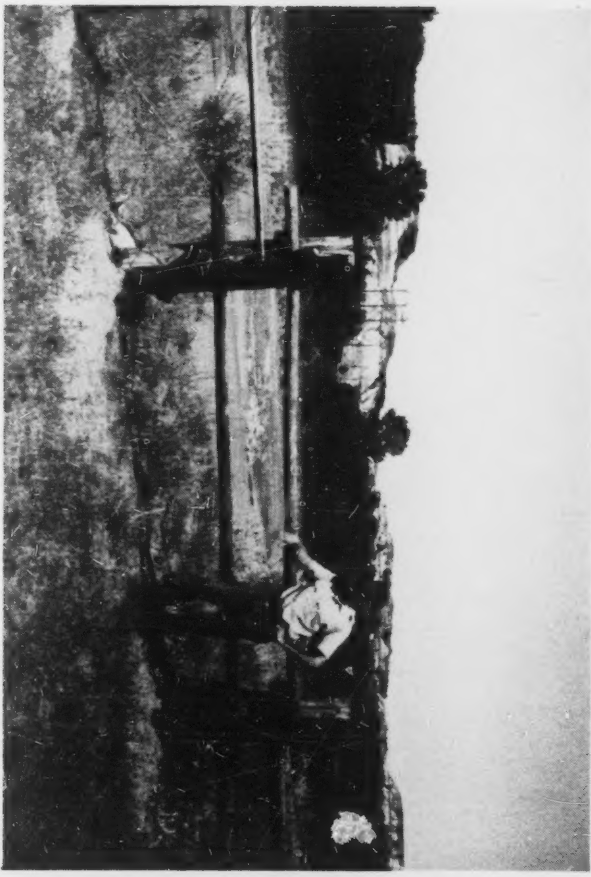


INSTALLATION OF NEW DOOR LOCK

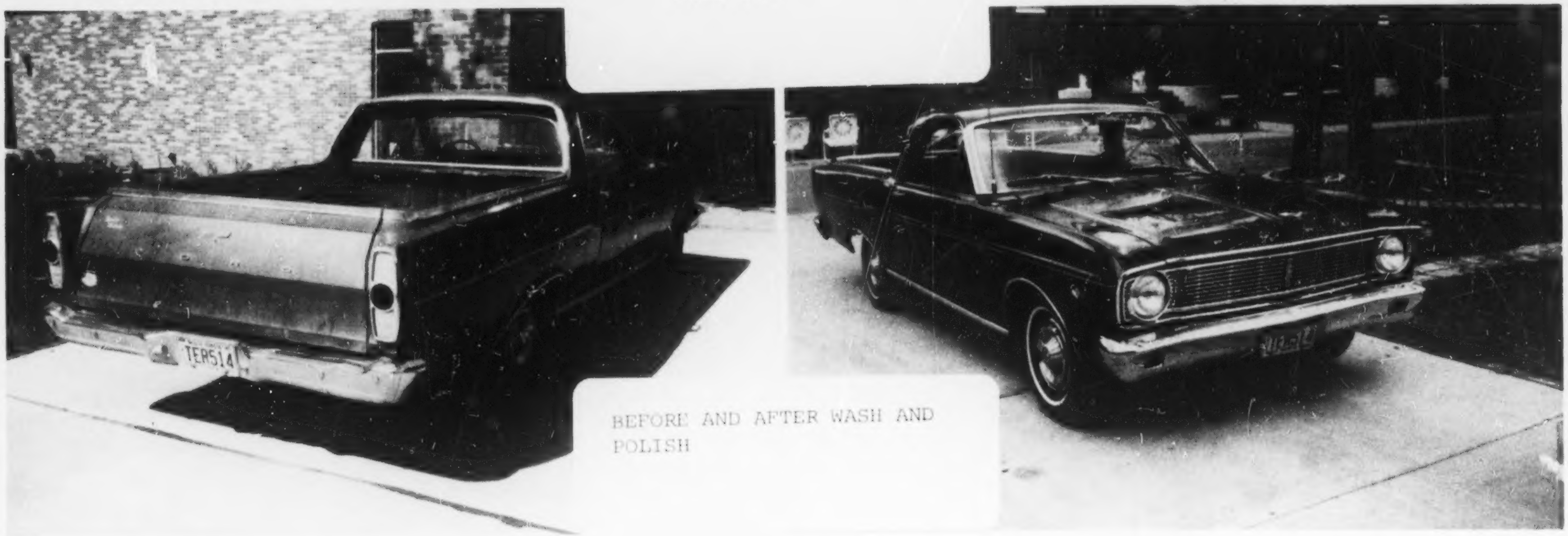


CLEANING AND STACKING BRICKS

PAINTING A CLASSROOM



AUTO SHOP


BEFORE AND AFTER WASH AND POLISH

POLISHING

YELLOW UNIT RECONDITIONED FOR LOCAL AUTO DEALERS BY NDIS FOR RESALE

## IN-SERVICE TRAINING PROVIDED FOR NDIS STAFF

The following were the various training sessions which were held for the employees of the North Dakota Industrial School.

### HEALTH CARE TRAINING:

6 hours - Wellness Clinic
19 hours - CPR Training for Certification
4 hours - CPR Re-certification
2 hours - Anorexia Nervosa & Bulimia Workshop
8 hours - Multi-Media Standard First Aid Class
2 hours - Acne Lecture/film
13 hours - Back Injuries Workshop
4 hours - Red Cross First Aid
1 hour - Film/lecture on Veneral Disease
1 hour - Smoking & Your Health
1 hour - Teenage Pregnancy
2 hours - Sexually Transmitted Diseases
5 hours - The Impaired Nurse Seminar

### ACADEMIC TRAINING:

20 hours - National CEA Conference
20 hours - CEA Conference
8 hours - Administration/Interpretation of GATB
4 hours - Teachers In-Service
25 hours - ND State Board, All Service Vocational Education Conference
2 hours - Home & School Discipline, Motivation & Self-Image
12 hours - Microcomputer Application
15 hours - North Central Home Economics Biennial Convention
8 hours - "Pants That Fit", Adult Education
7 hours - Dobson Series
2 hours - NDSU Home Economics Teachers In-Service
24 hours - Mid-Winter ACA Congress
8 hours - Special Education In-Service
30 hours - Excellence in Vocational Education (New Orleans)
12 hours - Marketing Yourself & Your Profession
48 hours - Region V Special Needs Conference
8 hours - Career Infusion Workshop
8 hours - Testing: Special Education
15 hours - Vocational Assessment Workshop
16 hours - Youth Competency Workshop
24 hours - CEA Conference, Colorado Springs

### MAINTENANCE:

8 hours - Engineers Convention
20 hours - Power Plant Operations
8 hours - Janitorial Service Workshop
4 hours - Water Treatment Class
8 hours - International Association of Electrical Inspectors
15 hours - Power Plant in-service training

## MAINTENANCE TRAINING (continued):

8 hours - Lystad's Janitorial Workshop
2 hours - C & H Glass Workshop
12 hours - Electrical Workshop
1 hour - Fire Extinguisher Use Training

## OFFICE MANAGEMENT:

15 hours - Introduction to Computers
8 hours - Human Relations & Motivation for Secretaries Seminar
16 hours - Professional Development for Executive Secretaries and Administrative Assistants Seminar
2 hours - Micro-computers workshop

## MANAGEMENT TRAINING:

29 hours - Western States Conference
28 hours - Major Issues in Juvenile Detention, Las Vegas, Nev.
40 hours - Management Training-State Library
8 hours - Coordinators of Volunteer Services
58 hours - Superintendent/Business Managers meetings
3 hours - Performance Appraisal Training
6 hours - Supervise For Success
16 hours - State Welfare Conference
80 hours - Juvenile Justice Issues Confronting ND
12 hours - Casey Family-Foster Parent Basic Training Course
16 hours - ND Association of Counties State Conference
4 hours - Business Show 84 & Conference
24 hours - Youth Justice Association Conference
7 hours - Hiring & Firing Seminar
2 hours - Management Training tape series
26 hours - Superintendent Staff Adivsory Committee meetings
10 hours - ND Council On School Administrators training session
16 hours - "It's Lonely at the Top", Children & Family Services Workshop

## CLINICAL TRAINING:

12 hours - Alcoholism and Incest
15 hours - Community Corrections-Family Foster Care
6 hours - Red Cross Advanced Swimming
24 hours - Summer School-Alcoholism
2 hours - Father Martin's Program on Alcohol & Drugs
18 hours - Child Abuse & Sexual Offenders
42 hours - Dynamics of Addiction
56 hours - Reality Therapy Workshop
17 hours - Alcohol Workshop-Lake Metigoshe
6 hours - "Tell It Like It Is" Conference
40 hours - Survival Training for Backpacking Trips
6 hours - Alcoholism Workshop-Minot.
24 hours - Foster Care Training
9 hours - Fundamentals of Canoeing

## CLINICAL TRAINING (continued):

1 hour - Swimming lessons
13 hours - Community Corrections-Due Process
2 hours - Child Abuse & Neglect
51 hours - Safety Instructors Course
2 hours - "Suffer the Little Children" (sexual abuse)
21 hours - Sexual Abuse training and In-Service
12 hours - Women & Alcoholism
14 hours - Relapse Theory/Prevention In Alcoholism
2 hours - Resident Counselor's staff training
2 hours - Addictive Illness Workshop (Tom Hedin)
6 hours - Drug/Alcohol program in-service
2 hours - Reality Therapy (taped series)
13 hours - Child Sexual Abuse
12 hours - Drug/Alcohol, Phase I
14 hours - Sexual Abuse Workshop
36 hours - Sexual Abuse Group Training
30 hours - IEP Program, West Central Human Services
2 hours - Child Abuse, "Breaking the Cycle"
8 hours - Child Abuse & Neglect
10 hours - Reality Therapy staff training
6 hours - Family Life Education
2 hours - Addictive Illness (Tom Hedin)

## COMMUNITY RELATIONS & MEDIA COMMUNICATIONS

One of the goals of the North Dakota Industrial School is to increase the awareness of our role. This was accomplished through tours, film presentations and meetings/conferences with the following individuals and groups. These are just a few of the groups which toured; there were many more from various state agencies and schools as well as homemaker clubs.

- Office of Management and Budget
- N.D. Legislative Representatives
- New Leipzig High School
- Alternative Housing for Girls Chairperson
- Minot State College
- Hatton High School
- First Lutheran Church, Bismarck
- School for the Blind
- School for the Deaf
- Mott High School
- Wishek High School
- Law Enforcement Center
- State Youth Authority personnel
- Bismarck Police Youth Bureau
- Dawson Community College, Glen Dive, Mt
- Emmons Central High School
- Leeds High School
- Elgin High School
- North Dakota State University
- Hazen High School
- Wilton High School

## COMMUNITY RELATIONS & MEDIA COMMUNICATIONS (continued):

- Dakota Boys Ranch, Minot
- Linton High School
- James Bell, Youth Law Center, San Francisco
- ND Association of Counties conference attendees
- St. Mary's, Richardton
- M.H. Organization, Lake Park, MN
- Parole Agents, Grand Forks
- Prison Fellowship
- KC Women's Auxiliary
- Williston Chamber of Commerce
- Casey Foundation
- Hampton Homemakers Club, Linton
- Bismarck Optimist Club
- ND Legislative Council, Budget Section, Senator Perry B. Grotberg
- Mike Hill, ND Attorney General's Office
- ND Wheat Producers
- Bismarck Junior College
- The Ehrenkrantz Group, New York
- Miss Indian America
- Mound Builders of Northern Plains, J.Signe Snortland-Coles
- Youth Justice Association Conference
- Ad Hoc Committee
- Juvenile Referees Meetings
- NDPEA State Office
- Lutheran Youth Group
- ND Mental Health Association
- Sister Sandy, Mary College, "Clowning Workshop"
- State Health Department, Tom Hedin
- Vocational Education Advisory Council
- Mary Wilson, Cultural Awareness Program, "Good Day"
- Mandan City Engineers
- Job Corp, Martin Bless
- ND Job Service
- Stutsman County Deputy Sheriff, Drug/Alcohol Abuse
- Cap Care
- Denticare
- ND Public Employees Retirement System, NDPERS
- Casey Family
- City Fire Department, John Gerding
- Mandan News, Karen Hilfer
- KBMR Radio
- Governor's Employment and Training Forum
- Metro Ambulance Drivers
- Mandan Police Department
- ND State Highway Patrol
- U.S. Fish & Wildlife, Rabies Program
- West Central Human Services
- Morton County Multi-District Special Education Unit
- Ft. Yates Tribal Court
- Jamestown State Hospital
- ND Vocational Education Special Needs Conference
- Dr. Fitz-George Peters, Reality Therapy
- State Youth Authority, "Providing Due Process"

## STATISTICS ON STUDENTS AND COMMITMENT CHARTS

| | BOYS | GIRLS | TOTAL |
|---|---|---|---|
| On school census June 30, 1983 | 114 | 37 | 151 |
| Entered July 1, 1983-June 30, 1985 | | | |
| New students committed | 176 | 67 | 243 |
| Returnees | 80 | 25 | 106 |
| Returned for violation of placement--------------- 12 | | | |
| Recommitted--------------- 94 | | | |
| Discharged June 30, 1983-July 1, 1985 | 256 | 97 | 353 |
| On school census June 30, 1985 | 93 | 26 | 119 |
| Total runaways during period | 52 | 12 | 64 |
| From Group Home------------ 0 | | | |
| From Vacation------------- 9 | | | |
| From Institution---------- 53 | | | |
| From other Institution---- 2 | | | |
| Students Returned from: | | | |
| Runaways | 52 | 12 | 64 |
| Still at Large | 0 | 0 | 0 |
| Students Placed on Trial Placement | 73 | 13 | 86 |

## SOCIAL INFORMATION - RACE

| | BOYS | GIRLS | TOTAL |
|---|---|---|---|
| Caucasian | 200 | 61 | 261 |
| Native American | 47 | 29 | 76 |
| Hispanic | 4 | 2 | 6 |
| Black | 1 | 1 | 2 |
| Other | 4 | 0 | 4 |
| TOTAL | 256 | 93 | 349 |

---

## AGE AT TIME OF COMMITMENT

| AGE | BOYS | GIRLS | TOTAL |
|---|---|---|---|
| 13 | 5 | 8 | 13 |
| 14 | 38 | 49 | 49 |
| 15 | 55 | 35 | 90 |
| 16 | 87 | 26 | 113 |
| 17 | 64 | 13 | 77 |
| 18 | 7 | 0 | 7 |
| TOTAL | 256 | 93 | 349 |

---

## COMMITTING AGENCY

| | BOYS | GIRLS | TOTAL |
|---|---|---|---|
| Bureau of Indian Affairs | 14 | 21 | 35 |
| State Youth Authority | 92 | 33 | 125 |
| Juvenile Court | 148 | 39 | 187 |
| Federal Court | 2 | 0 | 2 |
| TOTAL | 256 | 93 | 349 |

## COUNTY OF STUDENT RESIDENCE

| | BOYS | GIRLS | TOTAL |
|---|---|---|---|
| Adams | 1 | 1 | 1 |
| Barnes | 4 | 0 | 4 |
| Benson | 3 | 0 | 3 |
| Bottineau | 2 | 1 | 3 |
| Burleigh | 24 | 7 | 31 |
| Cass | 37 | 8 | 45 |
| Cavalier | 2 | 0 | 2 |
| Divide | 4 | 0 | 4 |
| Emmons | 1 | 1 | 2 |
| Foster | 2 | 2 | 4 |
| Golden Valley | 2 | 0 | 2 |
| Grand Forks | 35 | 18 | 53 |
| Hettinger | 1 | 0 | 1 |
| Lamoure | 1 | 0 | 1 |
| McLean | 1 | 3 | 4 |
| McKenzie | 1 | 1 | 2 |
| Mercer | 0 | 3 | 3 |
| Mountrail | 2 | 0 | 2 |
| McHenry | 3 | 0 | 3 |
| Morton | 15 | 2 | 17 |
| Pembina | 3 | 0 | 3 |
| Pierce | 3 | 1 | 4 |
| Ramsey | 7 | 4 | 11 |
| Ransom | 2 | 0 | 2 |
| Richland | 6 | 0 | 6 |
| Rolette | 12 | 11 | 23 |
| Sheridan | 3 | 0 | 3 |
| Sioux | 4 | 7 | 11 |
| Stark | 10 | 1 | 11 |
| Stutsman | 6 | 3 | 9 |
| Traill | 5 | 0 | 5 |
| Walsh | 11 | 6 | 17 |
| Ward | 21 | 8 | 29 |
| Williams | 22 | 6 | 28 |
| TOTAL | 256 | 93 | 349 |

# JUVENILE COURT COMMITMENTS
# AND SYA/BIA/FEDERAL PLACEMENTS

| OFFENSE | BOYS | GIRLS | TOTAL |
|---|---|---|---|
| Delinquent Offender | 212 | 26 | 238 |
| Status Juvenile Offender | 44 | 67 | 111 |
| TOTAL | 256 | 93 | 349 |
| Out of the 349 students, 90 were committed for assessment. | 65 | 25 | 90 |

---

# PREVIOUS INSTITUTIONALIZATION

|  | BOYS | GIRLS | TOTAL |
|---|---|---|---|
| Charles Hall Group Home | 0 | 7 | 7 |
| Dakota Boys Ranch | 12 | 0 | 12 |
| Eckert Youth Home | 6 | 1 | 7 |
| Gilfillan Center | 2 | 0 | 2 |
| Good Bird Home | 0 | 3 | 3 |
| Heartview Foundation | 2 | 2 | 4 |
| Home on the Range | 8 | 0 | 8 |
| Jamestown State Hospital | 36 | 15 | 51 |
| Louise House, Minnesota | 0 | 1 | 1 |
| Luther Hall | 0 | 3 | 3 |
| St. Joseph's, Minot | 4 | 1 | 5 |
| United Recovery, Grand Forks | 1 | 0 | 1 |
| TOTAL | 73 | 35 | 108 |

## FINANCIAL STATEMENT - JULY 1, 1983 TO JUNE 30, 1985

Statement showing balances in funds July 1, 1983, appropriations available July 1, 1983, collections for the biennium ending June 30, 1985, expenditures for the biennium ending June 30, 1985, and balances in funds June 30, 1985.

| | Balances in Funds July 1,1983 | Collections year ending June 30,1985 | Expenditures year ending June 30,1985 | Balances in Funds June 30,1985 |
|---|---|---|---|---|
| Inst. Collected | | 528,343,18 | 528,343.18 | |
| Federal Funds | | 718,523.86 | 718,523.86 | |
| Total in Funds | | 1,246,867.04 | 1,246,867.04 | |
| Salaries/Wages | *3,465,429.00 | | 3,433,998.29 | 31,430.71 |
| Operating Exp. | * 930,388.00 | | | 11,511,03 |
| Microfilm Serv. | | | 535.37 | |
| Travel | | | 20,353.89 | |
| Motor Pool mlg. | | | 3,392.44 | |
| Inmate Allow. | | | 7,731.90 | |
| Water-Garbage | | | 31,616.70 | |
| Natural Gas | | | 143,273.04 | |
| Electricity | | | 86,978.34 | |
| Rent of Equip. Inc. films | | | 1,246.74 | |
| Office Equip. Rental | | | 5,827.47 | |
| Postage | | | 4,469.41 | |
| Telephone | | | 24,303.37 | |
| Repair Equip. | | | | |
| Office | | | 302.40 | |
| Auto | | | 308.65 | |
| Other | | | 5,207.20 | |
| Service Contr. | | | | |
| Office Equip. | | | 5,560.57 | |
| Other | | | 4,237.00 | |
| Repair Bldg. & Grounds | | | 3,325.45 | |
| Medical-Incld. Hospital | | | 33,810.39 | |
| Audit | | | 3,014.00 | |
| Consult.Serv. | | | 9,639.81 | |
| Profess. Not Classified | | | 8,070.00 | |
| Property Ins. | | | 7,820.75 | |
| *Liability Ins. (Car) | | | 1,615.29 | |
| Radio, TV, & Newspr. fees | | | 2,256.53 | |
| Licenses | | | 80.00 | |
| Dues-Membership | | | 575.00 | |
| Frt.& Express | | | 3,914.24 | |

FINANCIAL STATEMENT - JULY 1, 1983 TO JUNE 30, 1985 (CONTINUED):

| | Balances in Funds July 1,1983 | Collections Year ending June 30,1985 | Expenditures Year ending June 30,1985 | Balances in Funds June 30,1985 |
|---|---|---|---|---|
| Dry Cleaning | | | 64.50 | |
| Extermin.Service | | | 1,375.33 | |
| Prof. Develop. | | | 879.77 | |
| Tuition Fees | | | 233.00 | |
| Office Supply | | | 14,609.59 | |
| Central Reprod. | | | 1,926.75 | |
| Printing-not Centr. Reprod. | | | 559.88 | |
| Books | | | 8,258.59 | |
| Periodicals & Subscriptions | | | 4,825.89 | |
| Educational Suppl. | | | 33,087.83 | |
| Testing Materials | | | 480.32 | |
| Food Supplies | | | 178,592.45 | |
| Dry Goods | | | 17,781.73 | |
| Medical Supplies | | | 1,764.28 | |
| Medicine | | | 4,842.27 | |
| Dishes & Silverware | | | 2,509.69 | |
| Laundry Supplies | | | 8,560.90 | |
| Janitorial | | | 14,122.02 | |
| Seed | | | 878.12 | |
| Trees & Shrubs | | | 648.00 | |
| Hdwe.& Bldg.Suppl. | | | 36,507.41 | |
| Expendable Tools | | | 3,407.60 | |
| Paint | | | 7,434.89 | |
| Plumbing | | | 9,222.76 | |
| Electrical | | | 10,172.81 | |
| Boiler | | | 16,261.33 | |
| Equip.Repair Parts | | | 11,046.83 | |
| Coal | | | 76,929.96 | |
| Road Mntnc.Supply | | | 412.20 | |
| Recreation Suppl. | | | 9,095.14 | |
| Gas & Oil | | | 17,087.11 | |
| Repair Parts-Auto | | | 5,832.07 | |
| Equipment | * 9,609.00 | | | 141.93 |
| Shop Equipment | | | 645.55 | |
| School Equipment | | | 4,099,34 | |
| Equip.under $100 | | | 1,481.06 | |
| Off.Machines & Furniture | | | 2,305.88 | |
| Furnishings | | | 935.24 | |
| Major Projects | *117,266.00 | | 53,671.66 | 63,594.34 |
| Data Processing | 600.00 | | 127.62 | 472.38 |
| TOTAL | 4,523,292.00 | | 4,416,141.61 | 107,150.39 |

*Balance in funds July 1, 1983 include the following emergency commission action:

| | | |
|---|---|---|
| Salaries: | | |
| Gov.Employment & Trng. Forum | 39,866 | |
| St.Board Vocational Education | 51,562 | |
| ND Dept. Human Services | 16,568 | |
| State 5.5% Increase | 24,339 | |
| NDIS Transfer | (20,000) | 112,335 |
| Operating Expenses: | | |
| Gov.Employment & Trng. Forum | 7,500 | |
| St.Board Vocational Education | 6,000 | |
| ND Dept. Human Services | 1,000 | |
| NDIS Transfer | (27,000) | (12,500) |
| Equipment: | | |
| Gov.Employment & Trng.Forum | 5,000 | |
| NDIS Transfer | 1,500 | 6,500 |
| Capital Improvements: | | |
| Carry-Over | 11,266 | |
| NDIS Transfer | 45,500 | 56,766 |
| TOTAL EMERGENCY COMMISSION | | 163,101 |

# NORTH DAKOTA INDUSTRIAL SCHOOL PROGRAMS

## COST SUMMARY
1983-1985

### 400 PROJECTS

| | | | |
|---|---|---|---|
| Land-Structure-Maj. Improvements | 53,671.66 | 53,671.66 | 1.2% |

### 500 AUXILIARY SERVICES

| | | | |
|---|---|---|---|
| Salaries and Wages | 558,359.12 | | |
| Fees and Services | 22,697.32 | | |
| Supplies & Materials | 287,040.88 | | |
| Equipment | 1,094.54 | 869,191.86 | 19.7% |

### 600 ADMINISTRATION

| | | | |
|---|---|---|---|
| Salaries and Wages | 386,710.99 | | |
| Fees and Services | 319,521.93 | | |
| Supplies and Materials | 108,563.41 | | |
| Data Processing | 127.62 | | |
| Equipment | 3,134.96 | 818,058.91 | 18.5% |

### 700 STUDENT LIVING

| | | | |
|---|---|---|---|
| Salaries and Wages | 1,186,696.61 | | |
| Fees and Services | 12,958.71 | | |
| Supplies and Materials | 37,906.73 | | |
| Equipment | 486.25 | 1,238,048.30 | 28.0% |

### 800 EDUCATION

| | | | |
|---|---|---|---|
| Salaries and Wages | 901,581.39 | | |
| Fees and Services | 23,588.67 | | |
| Supplies and Materials | 55,184.44 | | |
| Equipment | 3,346.34 | 983,700.84 | 22.3% |

### 900 CLINICAL

| | | | |
|---|---|---|---|
| Salaries and Wages | 400,650.18 | | |
| Fees and Services | 43,251.92 | | |
| Supplies and Materials | 8,162.96 | | |
| Equipment | 1,404.98 | 453,470.04 | 10.3% |
| | TOTAL EXPENDITURES | 4,416,141.61 | 100.0% |

The above summary is a distribution of expenditures by program for the 1983-1985 Biennium. Included within the Programs are Cost Centers which comprise the overall totals as listed on the following page:

## 400 PROJECTS

| | | | |
|---|---|---|---|
| 4100 | Major Improvements | 53,671.66 | 100.0 |
| | TOTAL | 53,671.66 | 100.0 |

## 500 AUXILIARY SERVICES

| | | | |
|---|---|---|---|
| 5200 | Maintenance | 487,399.14 | 56% |
| 5300 | Food Services | 348,337.93 | 40% |
| 5400 | Laundry | 33,454.79 | 4% |
| | TOTAL | 869,191.86 | 100% |

## 600 ADMINISTRATION

| | | | |
|---|---|---|---|
| 6100 | Supt. & Asst. Supt. | 170,153.12 | 21% |
| 6200 | Business Administration | 268,767.42 | 33% |
| 6500 | Workmen Comp., Utilities & Ins. | 379,138.37 | 46% |
| | TOTAL | 818,058,91 | 100% |

## 700 STUDENT LIVING

| | | | |
|---|---|---|---|
| 7100 | Student Residencies | 1,219,067.84 | 99% |
| 7200 | Student Care | 18,980.46 | 1% |
| | TOTAL | 1,238,048.30 | 100% |

## 800 EDUCATION

| | | | |
|---|---|---|---|
| 8100 | Director of Education | 99,216.77 | 10% |
| 8200 | Media Center | 21,259.65 | 2% |
| 8300 | Physical Ed. & Recreation | 55,759,44 | 6% |
| 8400 | Academic Education | 304,722.98 | 31% |
| 8500 | Vocational Education | 308,293.47 | 31% |
| 8600 | Special Education | 97,880.48 | 10% |
| 9500 | Career Education | 96,568.05 | 10% |
| | TOTAL | 983,700.84 | 100% |

## 900 CLINICAL

| | | | |
|---|---|---|---|
| 9100 | Counseling | 362.516.06 | 80% |
| 9200 | Health Services | 85,892.91 | 19% |
| 9300 | Religion | 5,061.07 | 1% |
| | TOTAL | 453,470.04 | 100% |

| | | |
|---|---|---|
| TOTAL EXPENDITURES | 4,416,141.61 | 100% |

# STATE OF

## PENITENTIARY &
## ROUGH RIDER INDUSTRIES

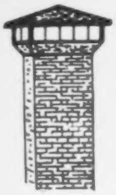
# NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

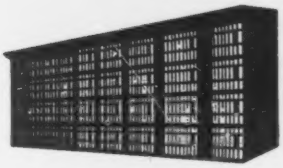
**July 1, 1983 — June 30, 1985**



**NORTH DAKOTA STATE PENITENTIARY**

**P.O. Box 5521**

**BISMARCK, NORTH DAKOTA 58502-5521**



**Phone (701) 221-6100**

November 8, 1985

Mr. Dick Rayl
Acting Director of Institutions
State Capitol
Bismarck, ND 58505

Dear Mr. Rayl:

Enclosed is the biennial report for the North Dakota State Penitentiary, North Dakota State Farm, and Rough Rider Industries which covers the period July 1, 1983 to June 30, 1985.

Sincerely,

Winston E. Satran
WINSTON E. SATRAN
Warden

wmb

Enclosure

# NORTH DAKOTA STATE PENITENTIARY
# NORTH DAKOTA STATE FARM
# AND
# ROUGH RIDER INDUSTRIES

## BIENNIAL REPORT

July 1, 1983 to June 30, 1985

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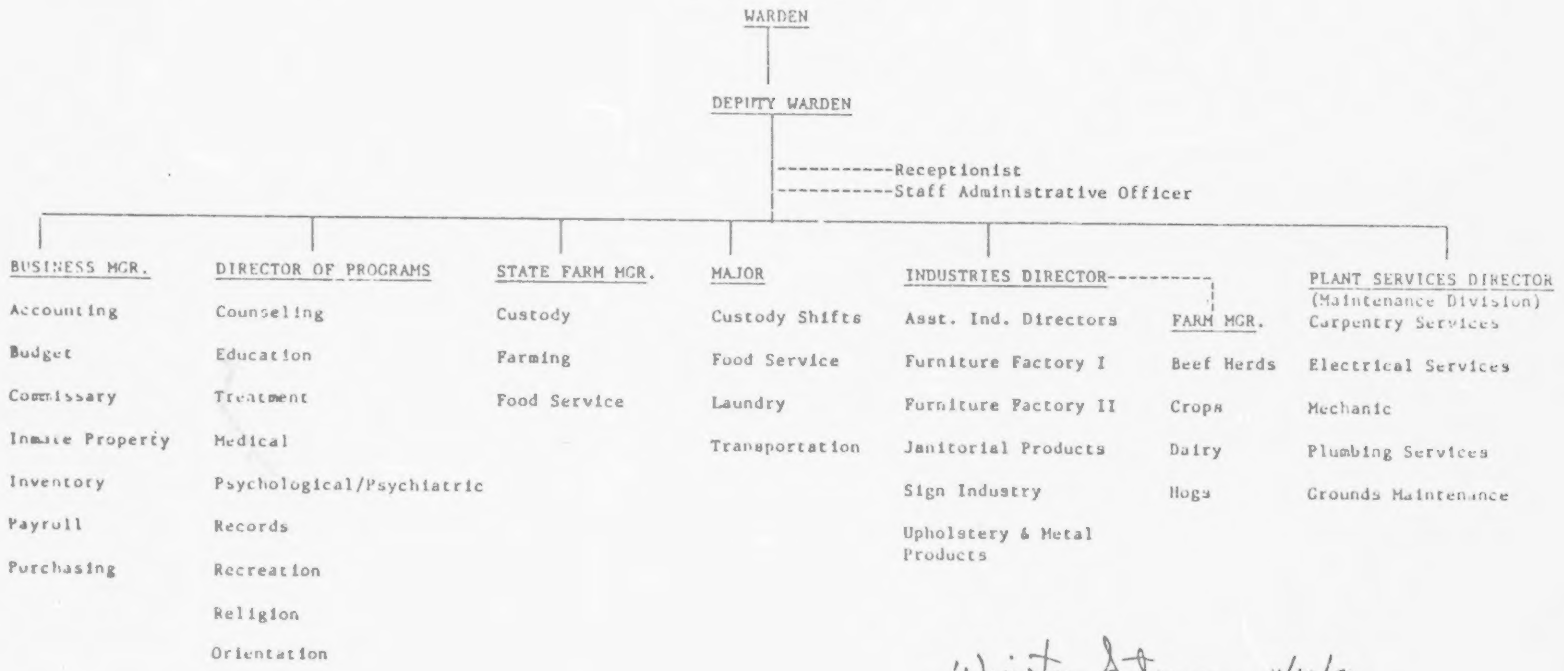
## NORTH DAKOTA STATE PENITENTIARY

## ORGANIZATION CHART


WARDEN
DEPUTY WARDEN
Receptionist
Staff Administrative Officer
BUSINESS MGR.
Accounting
Budget
Commissary
Inmate Property
Inventory
Payroll
Purchasing
DIRECTOR OF PROGRAMS
Counseling
Education
Treatment
Medical
Psychological/Psychiatric
Records
Recreation
Religion
Orientation
STATE FARM MGR.
Custody
Farming
Food Service
MAJOR
Custody Shifts
Food Service
Laundry
Transportation
INDUSTRIES DIRECTOR
Asst. Ind. Directors
Furniture Factory I
Furniture Factory II
Janitorial Products
Sign Industry
Upholstery & Metal Products
FARM MGR.
Beef Herds
Crops
Dairy
Hogs
PLANT SERVICES DIRECTOR
(Maintenance Division)
Carpentry Services
Electrical Services
Mechanic
Plumbing Services
Grounds Maintenance

Winston Satran 11/16/81
WARDEN DATE

Alton Lick 11-17-81
DIRECTOR OF INSTITUTIONS DATE

STATE OF NORTH DAKOTA
North Dakota State Penitentiary
Bismarck, North Dakota

## STATUTORY RESPONSIBILITIES AND FUNCTION

The North Dakota State Penitentiary exists in direct compliance with North Dakota Century Code statute 12-47-01 which mandates, "The Penitentiary located at the city of Bismarck in the county of Burleigh shall be the general penitentiary and prison of this state for the punishment and reformation of offenders against the laws of this state in which all offenders who are sentenced to imprisonment therein shall be confined securely and employed and governed in the manner provided by law".

Other statutes detailing responsibilities and functions of the institution are 12-47-02 through 12-49-08.

The State Farm, which is also under the administration of the Penitentiary, is provided for by statute 12-51-01 which mandates, "There is established a correctional institution for male violators of the law, to be known as the North Dakota State Farm".

Other statutes regarding the State Farm, its function. and purpose are from 12-51-02 through 12-51-11 in the North Dakota Century Code.

## MAJOR GOALS AND OBJECTIVES OF THE INSTITUTION

The goals of the North Dakota State Penitentiary and State Farm are to maintain a safe, healthy environment in which an inmate may apply himself to the task of rehabilitation. This is accomplished by maintaining proper custody, modern day work programs, academic and vocational education, and treatment programs which effect a change in the inmate's behavior.

The objectives of the North Dakota State Penitentiary and State Farm are to maintain a self-sufficient industry program, to meet safety and sanitation standards, to expose all inmates to treatment and educational programs, to employ all employable inmates, and to develop a professional and trained staff.

## PROGRAMS AND OPERATIONS DESIGNED TO MEET THESE GOALS AND OBJECTIVES

The North Dakota State Penitentiary is divided into six areas of responsibility in order to meet the needs of the inmate population. These areas are as follows: (1) The Business Office maintains the financial records, assists each department in preparation of the budget, and works in an advisory capacity in maintaining financial expenditures. (2) The Programs Department is designed to deliver treatment, religious, recreation, medical, and education programs to the inmates. (3) The Maintenance Department provides proper maintenance to the facility and utilities. A secondary role for the Maintenance Department is to provide training areas for inmates who are interested in developing maintenance skills. (4) The Industries and Agriculture Department consists of work programs that will satisfy the requirements of modern day industries and agriculture which will provide an employment background for inmates who are leaving the

Penitentiary and State Farm. (5) The Security Department's responsibilities are to provide safety for the inmate population, maintain custody which provides protection for the citizens of North Dakota, and to act as a first-line answer to inmate problems. (6) The State Farm is responsible for incarcerating inmates who have been sentenced on misdemeanant charges who serve one year or less, and felons who have been deemed appropriate candidates for a minimum custody institution. The State Farm provides treatment, education, vocational education, and work programs to assist in the inmate's personal rehabilitation. To accomplish this goal, the State Farm is supported and assisted by all departments located at the Penitentiary.

## SUMMARY OF ACCOMPLISHMENTS, RESULTS, AND CHANGES IN ACTIVITIES

The 1983 legislative session appropriated 1 million dollars to the Penitentiary for continued renovation of the physical plant. These funds were concentrated in two separate areas: the recreation field was expanded by the demolition and removal of the east wall, and the locking mechanisms in the east cell house on the third and fourth tiers were converted from manual locks to an electronic locking system. On January 1, 1985, the North Dakota State Penitentiary was designated as a licensed outpatient treatment facility. This designation enables the Penitentiary to serve the inmates with the same services they would get in a local treatment facility.

## IDENTIFICATION OF TRENDS IN DIRECTION FOR THE AGENCY

The Penitentiary and State Farm populations continue to increase with future projections indicating a continued growth through the year 2000. Even with this growth rate, North Dakota still has the lowest incarceration rate in the nation of 50 per 100,000 population. The total population has averaged 419 inmates this past biennium. North Dakota continues to lead the nation in yearly growth in increases in inmate population.

## PROBLEMS IN FUTURE DIRECTIONS

Increased populations will require continued planning for staff and inmates, and services which will enable inmates to work, receive counseling, and receive other mandatory services which will enable them to adjust their lives to become law-abiding and productive citizens.

Winston E. Satran
Warden

# PROGRAMS DEPARTMENT

## TREATMENT PROGRAM ACTIVITIES AND SERVICES

Note: Due to the high prevalence of alcoholism and other drug abuse problems among inmates in the prison population, all counseling functions focus totally or partially on the significance and nature of addictive illness and the problems it causes.

### INTRODUCTION

Under continuing development during the 1983-85 biennium has been a comprehensive treatment program designed to meet the needs of inmates incarcerated at the North Dakota State Penitentiary and at the State Farm. On January 1, 1985, the treatment program became licensed as a treatment facility through the Division of Alcoholism and Drug Abuse, North Dakota Department of Human Services. In addition, all treatment staff members with Social Work or related degrees were licensed as Social Workers through the North Dakota Board of Social Work Examiners.

### INDIVIDUAL COUNSELING PROGRAM

Attempts are made to make individual counseling available to all inmates residing at the Penitentiary and State Farm. Inmates are seen to discuss personal problems, for assessment of counseling needs or current adjustment to the institutional setting, and to provide confrontation or support in response to behavior and attitude demonstrated. Counseling is also provided for inmates who have a history of chronic depression, psychiatric complications, and those who have engaged in suicidal gestures or attempts.

| | |
|---|---|
| Average number of inmates residing within the Penitentiary and State Farm during the 1983-85 biennium | 419 |
| Average number of authorized full-time treatment staff available | 3 |
| Number of full-time (equivalent) supplemental counseling staff available (includes trainees or interns employed under contract or on loan through the Department of Human Services on a temporary basis) | 5 |
| Average individual counseling caseload per authorized treatment staff member | 140 |
| Average individual counseling caseload per authorized treatment staff member when supplemental trainees and interns are included | 52 |

### TREATMENT PROGRAM ACTIVITIES AND SERVICES

A Treatment Orientation Program is designed to familiarize new inmates with institutional policies and procedures as they apply to counseling activities and participation. Information is provided which will contribute to stable adjustment to the institutional setting, and to provide a preliminary assessment of rehabilitative needs.

During the orientation process, background information is collected to identify problem areas and to establish an initial treatment plan. The choice to participate in treatment offered is left with the new inmate since rehabilitative efforts related to counseling are conducted on a voluntary basis. Exceptions are when an order to participate has been issued through the courts or the Parole Board has required participation as a condition of future release.

Close observation during this period through daily interviews and group attendance allows for early identification of those inmates who may be experiencing significant depression, adjustment problems or other crisis situations.

Number of inmates who have participated in Treatment Orientation during
the 1983-85 biennium........................................................... 912

An Initial Treatment Program brings about beginning insight into troublesome behavioral patterns, and attempts to minimize the denial system that frequently accompanies patterns of misconduct and maladjustment. Group interaction is designed to explore feelings, thoughts, and behavior and is supplemented by individual sessions and educational activities. Initial treatment participants are expected to become actively involved in identifying personal problems, and in offering opinions related to the behavior of fellow group members that may warrant support or confrontation. All candidates for the intensive phase of treatment must successfully complete the initial phase before they are referred to the more advanced program.

Number of inmates who have participated in Initial Treatment
during the 1983-85 biennium.................................................... 555

An Intensive Alcohol and Other Drug Abuse Treatment Program is designed to explore how the abuse of mood-altering substances may have contributed to the behavior that led to incarceration. The program encourages the development of personal responsibility, improved communication, and choices that may lead to more effective social interaction and satisfactory life adjustment. Emphasis is placed on how alcoholism and other drug abuse effects individual, family, work, and social environments. The involvement of key family members during the intensive treatment phase is seen as essential to the treatment process.

Number of inmates who have participated in Alcohol and Other Drug
Abuse Treatment during the 1983-85 biennium................................ 118

An Intensive Sex Offender and Other Violent Offender Treatment Program is designed to explore the deeply engrained and pervasive patterns of behavior and maladjustment characteristic of those who engage in acts of sexual aggression and other assaultive behaviors directed toward others. Opportunities are provided to explore behavioral patterns, conflicts, unhealthy attitudes, and other maladjustments in a setting that promotes personal growth, discipline, and motivation for meaningful change.

The program offers treatment not only for those inmates identified as assaultive or sex offenders through the courts, but also for those sentenced for other reasons that come forward to explore problems related to their sexuality or undetected acts of sexual misconduct or other forms of violence.

A vital factor in the treatment of those who have engaged in acts of sexual aggression or violence is the involvement of key family members in the therapy process.

Number of inmates who have participated in the Sex Offender and Other Violent Offender Treatment program during the 1983-85 biennium............ 247

A Maximum Benefit Phase is designed to provide inmates with opportunities for continued growth and development following the intensive phase of participation. These activities include some or all of the following:

1. Participation in an inmate peer counseling program designed to allow selected inmates to conduct supervised counseling sessions with fellow inmates who have not yet reached the more advanced stage of development. Participation in this peer counseling program is dependent upon the inmate's demonstrated willingness to display adult and responsible behavior at all times, to divorce from any and all activity involving the drug culture and to abstain from any abuse of alcohol or other mood-altering drugs. A basic requirement for participation in the program is that the inmate will have participated in a program of family therapy and will have completed a program of active personal growth counseling.

2. Opportunities to accompany treatment staff during the presentation of information on Penitentiary programs and activities to community groups and social service agencies.

3. Participation in the spiritual aspect of the program of Alcoholics Anonymous through chaplaincy visits to bring about an indepth personal inventory and the completion of the 5th step of the A.A. program.

4. Referral to a process of release staging including Aftercare planning and referral, possible work or educational release, or referral to productive institutional activities in those cases where release dates have not been established within the forthcoming year.

Number of inmates at the Penitentiary and State Farm who have reached Maximum Benefit Phase of Treatment during the 1983-85 biennium............. 30

A Preparation for Release Program is designed to prepare inmates for release to the community. Although several attempts were made to implement this program during the course of the biennium, the limited number of treatment staff available permitted only a small number of inmates at the Penitentiary and State Farm to be provided partial pre-release services.

Number of inmates provided partial preparation for release services during the 1983-85 biennium.............................................. 155

A Family Therapy Program is designed to provide family members with an opportunity to help inmates to develop a new way of life and to come to understand how their troublesome behavior and attitude effects others. Changes in marriage and family relationships are encouraged to bring about improved quality of life and more lasting and meaningful relationships. Family members are provided treatment services through couples counseling, individual family sessions, participation of families in the inmate's treatment group, and through intensive, week-long family therapy workshops.

| | |
|---|---|
| Number of family members who have participated in treatment programming during the 1983-85 biennium | 191 |
| Number of inmates who have participated with their family members in treatment activities | 104 |
| Number of inmates who have participated in family therapy workshop activities, but, without their own family present | 106 |

NOTE: The family counseling program is made possible through a direct line appropriation made available through the Legislature. The cost per person served (inmate and family members) during this biennium was $59.23 per participant. The cost per family member participation was $91.45 for each family member served. These costs reflect the costs incurred to maintain a family in Bismarck for a 4 day therapy program.

The State Farm Addiction Treatment Program is directed primarily to meet the needs of youthful, first-time offenders and focuses on problems related to the abuse of alcohol and other mood-altering drugs. During the course of the biennium, attempts were made to meet the increase in the number of inmates being sentenced to the State Farm, both for misdemeanor crimes and due to the implementation of North Dakota's D.U.I. legislation. However, the extreme inmate to counselor ratio in that setting, has permitted this program to be only partially effective.

The program that has been established includes individual, couples, group, and family counseling and is designed to promote trust and encourage relationships based on more open and honest communication. The nature of personal, interpersonal, and family relationships are examined with emphasis on how the abuse of alcohol and other drugs contributes to negative consequences and behavior.

| | |
|---|---|
| Number of inmates who have participated in the State Farm Initial Treatment program during the 1983-85 biennium | 247 |
| Number of inmates who have participated in the State Farm Intensive Addiction Treatment program | 25 |
| Number of family members who have participated in State Farm treatment program | 46 |
| Number of inmates who have participated with their families in State Farm treatment activities | 29 |
| Number of inmates who have participated in State Farm family therapy workshops, but, without their own family present | 12 |

## ADDITIONAL TREATMENT PROGRAM ACTIVITIES AND SERVICES

A Crisis Intervention, Psychiatric, and Behavioral Management Program is designed to prevent suicide and to intervene upon inmates displaying symptoms of depression or seriously disruptive acting out behavior.

The significance and nature of behavior displayed is assessed, and programming is provided to counter the disruptive influence of inmates with psychiatric or behavioral management problems. The primary areas of activity include:

1. Involvement in methods of treatment dealing with inmates who require an excessive amount of staff time due to psychiatric symptoms and/or disruptive behavioral patterns.

2. Treatment and monitoring of inmates who have demonstrated behaviors suggestive of suicidal preoccupation or potential to engage in assaultiveness directed toward others.

3. Effectiveness in the handling, dispensing, and monitoring of inmate psychotropic medication.

4. The development of an antiabuse maintenance program to promote increased stability in inmates being released from incarceration who have demonstrated chronic patterns of alcoholism and failure to respond to traditional therapeutic efforts.

5. Providing recommendations to security staff regarding proper observation, response, handling, and treatment of identified psychiatric and behavioral management cases.

6. Coordination of treatment services between the Penitentiary and the State Hospital in the transfer and handling of troublesome inmates and those experiencing psychiatric complications beyond the scope of services available within the Penitentiary setting.

| | |
|---|---|
| Number of inmates who have received ongoing psychiatric or behavioral management services during the 1983-85 biennium................ | 47 |
| Number of inmates who have received psychiatric or behavioral management services on an acute crisis basis during the 1983-85 biennium... | 366 |
| Reduction in the number of inmates transferred to the State Hospital due to the availability of a treatment staff person designated to provide psychiatric and behavioral management services in the prison setting........ | 45% |

An Inmate Crisis Intervention Team Program provides a means of monitoring and intervening upon inmates who are displaying symptoms of depression, suicidal preoccupation, aggression, or other forms of acting out behavior. Team members are called upon in pairs to talk with and monitor the troubled inmate's behavior and level of functioning. The volunteer inmates then report findings to treatment or security staff so that follow-up counseling and handling can be more effectively implemented. The inmate crisis intervention team is made up of approximately 30 volunteers that receive training designed to teach them to effectively deal with acute crisis situations through a 24 hour monitoring process.

An Adolescent Treatment Program is designed to explore the problems of the youthful offender. Behavior and attitudinal patterns are examined that effect and limit positive levels of functioning and personal growth. Programming explores the unhealthy responses that the adolescent has adopted within the drug culture and within parental, employment, school, and social relationships. Focus on how the abuse of alcohol and other drugs contributes to negative behavior and consequences is a major component.

A Female Inmate Treatment Program is designed to meet the needs of women incarcerated in a predominately male Penitentiary environment. Opportunities are provided to focus on living skills, sexuality, femininity, alcohol and other drug abuse, and the behavior and attitude that led to incarceration. Female inmates participate in all treatment activities available to the male inmate population.

Intensive Imagery Therapy sessions are conducted as frequently as limited staff time permits. The therapy is designed to explore unresolved conflicts of childhood, dealing with the issues of loss, grief, and death, and the resolution of unresolved adult life experiences. These traumatic issues, once resolved through therapy, can bring about significant developmental and decision-making changes that are essentially positive in nature.

An Aftercare Treatment Referral Program has been developed during the course of the biennium in cooperation with the North Dakota State Parole Office. Recommendations are made for continued participation in treatment activities through community social service agencies. This program is not yet developed to full potential due to the lack of qualified staff to carry out the required functions. An aftercare treatment process conducted within the Penitentiary setting was also developed, but discontinued, again due to lack of authorized staff available.

Alcoholics Anonymous Meetings are held by inmate members but structured by institutional policy to promote more effective program utilization and to attract community A.A. support. Currently available are several levels of A.A. programming which include:

1. A Treatment A.A. Program designed to introduce inmates going through the counseling process to the values, philosophy, and traditions of the program of Alcoholics Anonymous.

2. An Institutional A.A. Program conducted 4 times per week to allow inmates housed in the maximum security areas of the Penitentiary to practice the principles of Alcoholics Anonymous.

3. A Minimum Security A.A. Program available for inmates who have been assigned to a reduced security level to attend in that environment.

4. A State Farm A.A. Program available for inmates who have been sentenced to that level of incarceration.

5. A Female Inmate A.A. Program conducted for the female inmates residing in the institution.

All Alcoholics Anonymous meetings are under the general structure and supervision of the Treatment and Security staffs, and are sponsored and monitored by community A.A. program volunteers. The primary goal of the A.A. programs available is to provide participants with knowledge of the program and to encourage commitment to continued participation in A.A. activities following the course of treatment or incarceration.

## In-Service Training Activities

The Treatment Program attempts to conduct monthly in-service training designed to upgrade the effectiveness and quality of services provided by its staff and contract employees. The training is designed to provide a thorough knowledge of the treatment and dynamics of addictive illness, techniques of individual, couples, family, and group therapy, methods of crisis intervention and management, and approaches to treatment of the sex offender and others who have committed acts of aggression or violence toward others.

Educational practicums are provided to interested staff from community social service agencies and to students enrolled in a college or university. The practicums range from one week to three months in length and include participation in staff training, caseload assignments, case studies, and participation in individual, couples, family, and group counseling activities.

## ROADBLOCKS TO PERFORMANCE AND PROGRAMMING DIFFICULTIES

1. The level of salaries being provided to Penitentiary treatment staff is generally lower than that provided to counselors in the private sector and most other State agencies. As a result, it is increasingly difficult to induce staff members with varied amounts of training and experience to remain here. These inequities cause the need to provide an ongoing training program for new staff, only to learn that they will then leave to provide their services in facilities that provide more adequate and equitable compensation. In addition, the inequities that exist between salaries provided at the Penitentiary and those offered elsewhere, make it extremely difficult to recruit capable people to fill vacancies that are created.

2. Caseloads per staff member are significantly larger, and the work of encouraging behavioral change in anti-social persons is typically far more strenuous than that experienced in general treatment environments. The Penitentiary environment, the nature of crimes committed, and the progression of troublesome behavior reflected in incarcerated individuals mandates that treatment providers have knowledge and abilities beyond that required in more traditional treatment settings, both in the private sector, and in most other state agencies. For example, episodes of severe depression, and displays of disruptive behavior are common, thereby requiring that treatment staff be highly versed and readily capable of applying effective crisis intervention techniques. Addiction problems among inmates have typically progressed well beyond those encountered in general treatment facilities. Treatment for assaultive behavior directed toward others, and treatment of sexually aggressive individuals requires innovative techniques, and levels of intensity far beyond that which must be implemented in more traditional settings.

## CURTAILMENT OF ACTIVITIES DUE TO INCREASING PRISON INMATE POPULATION AND LIMITED NUMBER OF AUTHORIZED TREATMENT STAFF AVAILABLE

### Activities Discontinued

1. Preparation for release activities
2. Living skills workshops
3. Aftercare treatment activities
4. Initial treatment activities
5. Three intensive treatment groups
6. Sexuality workshops
7. Public speaking workshops

Activities Not Implemented

| | |
|---|---|
| 1. One Basic Skills Group | 3. One Violent Offenders Group |
| 2. One Sexual Assault Victims Workshop | 4. Two Minimum Security Treatment Groups |

Statistics indicate that the rate of return of former inmates to incarceration is dramatically reduced through meaningful participation in treatment and family counseling provided within the Penitentiary setting. When the cost of Treatment Programming is compared with the cost of providing incarceration ($12,668 per year per inmate), the savings to the taxpayers of the State of North Dakota becomes indeed significant.

## TREATMENT PROGRAM GOALS AND OBJECTIVES FOR THE 1985-87 BIENNIUM

1. During the forthcoming biennium we plan to continue the development of the comprehensive treatment programming already established. We intend to work toward increased effectiveness of treatment providers through advanced inservice training experiences. Primarily emphasized will be the use of more intensive and innovative treatment approaches, increased involvement of family members, and improved assessment methods to bring about more rapid results.

2. We plan to implement a program to encourage the involvement of the victims of criminal behavior in the treatment process of incarcerated individuals. Particular emphasis will be placed on providing the victims of physical assault, sexual aggression, and the survivors of homicidal activity with the opportunity to explore their unresolved conflicts and feelings through an environment that will provide support and resolution.

3. We intend to continue our attempts, implemented during the 1983-85 biennium, to become recognized as an approved addiction counselor training facility through the Professional Standards and Certification Committee and the Division of Alcoholism and Drug Abuse, North Dakota Department of Human Services. We believe that approval to provide training experiences at the North Dakota State Penitentiary will make a significant contribution toward continuing the reputation for quality treatment services provided by Addiction Treatment Programs throughout the State of North Dakota.

4. We hope to implement an effective Preparation for Release program designed to reduce recidivism through an educational process of job readiness skills, exploration of potential social, family, and vocational conflicts, and concepts for stable return to and adjustment to community environments.

5. We intend to develop programming to more effectively meet the treatment and social service needs of inmates displaying psychiatric complications, behavioral management problems, mental retardation, and physical and emotional developmental disabilities. The planned programming will include basic skills activities, a family therapy and education component, screening and diagnosis, pre-release planning, and referral to social service agencies or placement in community group homes.

Current levels of funding, and limitations in the number of treatment staff available will permit the implementation of these planned activities on only a limited basis. Therefore, the Programs Department of the Penitentiary has begun preliminary exploration and application for technical assistance grant funding to supplement programming already established, and to bring about more effective development of the planned activities and services.

## IMPACT OF PSYCHIATRIC NURSE POSITION ESTABLISHED DURING THE 1983-85 BIENNIUM

During the 1981-83 biennium, there were 76 transfers to the Forensic Unit of the State Hospital of inmates from the Penitentiary who were assessed as needing psychiatric care that was not available at the Penitentiary. The total number of days transferred inmates spent at the Forensic Unit during the 81-83 biennium was 1,931, with an average length of hospital stay being 25 days.

During the 1983-85 biennium, with the addition of the Psychiatric Nurse position, there were 60 inmate transfers, a reduction of 44 percent, when the increase in inmate population is included in the statistical measurement. The total number of hospitalization days spent at the Forensic Unit by inmate transfers was 1,308, a reduction of 32%, with an average length of hospital stay being 21 days. There were several inmates who were transferred to the Forensic Unit for the latter portion of their incarceration, a period of 30-80 days, which increased the overall number of hospitalization days and disproportionately raised the average length of hospital stay by approximately 3 days per biennium.

During the 1983-85 biennium, it has become increasingly apparent that the needs of a special group of inmates referred to as "mentally disordered" must be more closely addressed. This classification includes inmates who are mentally ill, mentally retarded, developmentally disabled or who act in a fashion which is significantly disturbed. At the close of the 83-85 biennium, there were 53 inmates residing at the State Penitentiary or State Farm who fell within these categories. Twenty-five inmates appeared to have limited mental abilities, 5 to have significant learning disabilities, and 23 to have been diagnosed as being "mentally ill" or have severely disturbed behavior patterns. It should be noted that most of the inmates included in the above also experienced varying degrees of cultural deprivation.

The Programs Department at the North Dakota State Penitentiary and State Farm is applying for a technical assistance grant for the purpose of addressing the needs of the above named group. The project goal is to design and implement a special unit providing early inmate mental health/mental retardation screening and the creation of a separate living unit. This unit will be a mechanism to improve delivery of services to MR/MI inmates, pre-release planning, and placement in community centers for enhanced integration into community life.

Staff members will be selected for a special planning committee which will work with the consultants in the screening, program development and evaluation process. All program and correctional staff will receive training to provide the additional services. This program will attempt to resolve the dilemma associated with the MI/MR inmates who cannot take advantage of traditional programming by reason of their poor judgment, inadequate concentration and lack of ease of understanding.

## PROGRAMS DEPARTMENT

## EDUCATIONAL ACTIVITIES

| CLASSES | FUNDING | |
|---|---|---|
| Adult Basic Education & Basic Skills | Federal | State |
| No. of students who took the test - 236 | 50% | 50% |
| No. of students who passed at least one test - 236 | | |
| No. of students who received their G.E.D. - 211 | | |
| Welding - State Farm | Title I | State |
| Enrollment - 43 | 100% | |
| Auto Tune-Up - State Farm | | |
| Enrollment - 51 | 100% | |
| Carpentry - State Farm | Voc. Ed. | State |
| Enrollment - 65 | 50% | 50% |
| Auto Tune-Up | | |
| Enrollment - 57 | 50% | 50% |
| College Classes | | |
| No. of classes offered - 28 | | 100% |
| Credit hours - 79 | | |
| Average enrollment - 20 students per class | | |

### College Classes

Inmates at the North Dakota State Penitentiary may receive an Associate in Arts degree from Bismarck Junior College. All classes are taken during the day, 15 hours per semester and 6 hours during the summer session. This enables highly motivated students to finish the program in two years. This is the same time period a student attending classes at Bismarck Junior College could take to complete the program. The Penitentiary had 7 students graduate in 1984 and 4 students in 1985 from Bismarck Junior College.

Classes offered: Living World, English, Algebra, History, Social Problems, Beginning Accounting, Elementary Concepts of Math, Basic Drawing, criminology, Fundamentals of Speech, Business Math, English, U.S. History, Sociology, Psychology, Records Administration, Introduction to Criminal Justice, Freshman English, Introduction to Philosophy, Physical Education, U.S. History, Introduction to Music, American Government and Politics, History of the Western Frontier.

## Education Release

Education release is a privilege granted to inmates by the Warden and Parole Board. The program allows the inmate to live in a less secure setting and go out into the community to study during a portion of the day and then return to the institution. This program is closely supervised by the Penitentiary education director.

During the 1983 biennium, five inmates were on education release. Two of these inmates were removed for drug offenses, and one was removed for unauthorized contact with the public.

During the 1984 biennium, one inmate was on education release.

## Law Library

The number of inmates visiting the law library from July 1, 1983, to June 30, 1985 was 4,202 per year.

## Library

Fiction books checked out averaged 551 per month.
Non-fiction books checked out averaged 223 per month.
Boosk from interlibrary loan averaged 105 per month.
Inmates using the library averaged 879 per month.

Twelve thousand books were checked out, or approximately 17 per day.

## PROGRAMS DEPARTMENT

## WORK RELEASE ACTIVITIES

Work release is a privilege granted to an inmate by the Warden and Parole Board. The program allows the inmate to live in a less secure setting and go out into the community to work during a portion of the day, earn wages, and then return to the Penitentiary. Wages are paid directly to him/her and must be deposited in their personal accounts at the Penitentiary. Money is allowed to be drawn for personal needs, restitution, support of family, etc. The inmate is transported to and from his/her place of employment by the Penitentiary. Lunches are furnished by the Penitentiary. A maximum of $5 per day or 19% of their gross wages is deducted for room and board.

After the inmate receives a work release date from the Parole Board, the employment counselor at the Penitentiary interviews the inmate, has the inmate complete an application for employment including past work history and job interest. The counselor determines if there are any programs that will benefit the inmate and makes the appropriate contacts. If no job has been obtained by the date the inmate is to begin working, he/she is taken to Job Service of North Dakota to file an application for employment. In the past, construction contractors employed the largest percentage of work release inmates, but with the cut back in construction, food services has now been employing the largest portion. New employers became involved in the work release program each year and each of them have been quite satisfied with the results. Jobs have been very scarce the last two years, however, employers in the Bismarck-Mandan area have been very cooperative with the work release program.

| | 7/1/83 to 6/30/84 | 7/1/84 to 6/30/85 |
|---|---|---|
| Inmates placed on work release | 35 | 24 |
| Sucesses on work release | 32 | 21 |
| Failures on work release | 3* | 3** |
| Number of employers hiring | 17 | 15 |

Approximately 148 different businesses were contacted for employment of inmates, in addition to Job Service of North Dakota.

*One inmate was taken off work release due to his behavior which demonstrated that he was not prepared for the responsibilities of being on work release or being in the free society and that he could be a threat to members of society.

One inmate was taken off work release for violation of work release rules (making an unauthorized visit to his girlfriend's apartment).

One inmate was fired by the employer for not following orders and not doing his job.

**Two inmates were taken off work release for making unauthorized visits at friends' and families' homes.

One inmate was taken off work release for using drugs at the Penitentiary while on work release.

## SHORT LEAVE PROGRAM

Our short leave program began at the Penitentiary in October of 1972. It has been reserved for only those inmates on work or education release for a period of 30 days or more. Funeral leaves, family crisis leaves, or medical leaves are handled separately and individually by the Warden and Parole Board.

The short leave program is viewed as a reward program for those inmates who have made significant progress in returning to society. It has been an extremely successful program and the failure ratio on short leave is almost nil.

| Short Leaves | 7/1/83 to 6/30/84 | 7/1/84 to 6/30/85 |
|---|---|---|
| Number of short leaves granted | 32 | 29 |
| Number of successful short leaves | 32 | 29 |

# INFIRMARY ACTIVITIES
(Penitentiary and State Farm)

| ACTIVITIES | 7/1/83 to 6/30/84 | 7/1/84 to 6/30/85 |
|---|---|---|
| 1. Admission Examinations including routine lab (CBC & UA) | 432 | 388 |
| 2. Discharge Examinations | 345 | 332 |
| 3. Tetanus Toxoid Injections | 381 | 367 |
| 4. Mantoux test for tuberculosis (excluding yearly Mantoux on all inmates here over 1 year) | 398 | 367 |
| Mantoux test done on inmates here over 1 year | 141 | 184 |
| 5. VDRL (Serologies) | 380 | 365 |
| 6. Average number of Infirmary visits | | |
| a. Medical doctor (twice a week) | 1,973 | 2,155 |
| b. Routine sick call with nurses (daily) | 3,762 | 3,879 |
| c. Dentist (At NDSP-once a week) | 1,237 | 1,365 |
| To Dentist's Office for prophies on on all admissions, root canal, crown work, x-rays and emergencies | 205 | 345 |
| d. Psychiatrist (once a week) | 594 | 772 |
| e. Optometrist (once a month) | 155 | 207 |
| 7. a. Average number of inmates taking prescribed medication at least once a day (excluding aspirin, antacids, psychotropics, etc.) | 28 | 35 |
| b. Psychotropic meds only | 22 | 30 |
| 8. Average number of inmates to Infirmary for blood work each day | 7 | 10 |
| 9. Average number of inmates taking treatments at least once a day (excluding whirlpool, including heat, sitz bath, dressings, etc.) | 7 | 5 |

| | | |
|---|---|---|
| 10. Outside medical services (excluding hospital care, including doctor visits at clinics, lab, x-rays, etc.) | 498 | 572 |
| 11. Downtown hospital care | | |
| a. Hospital Admissions | 15 | 19 |
| b. Outpatient Care (includes emergency care and surgery as almost all our surgery is done as Outpatient) | 43 | 55 |

## INFIRMARY REPORT
July 1, 1983 - June 30, 1985

### General Information

With an increase in the medical budget, good medical, dental, and optical care continued at the institution. We had an increase in "Wellness Care" of the inmates with complete physical examinations and appropriate lab and x-ray work done on long-term inmates. In February of 1984, we began taking each admission downtown to have his/her teeth cleaned. We purchased a glucometer and can follow diabetic blood sugars much more frequently as well as easily screen for diabetes in suspected cases. We did more surgery, all on an outpatient basis, than was possible previously; these were lower priority surgeries, not emergency care. The dentist did much more crown work, root canals, and denture work than in previous years. The optometrist sometimes came more than once a month as there were no long waiting lists for eye examinations. The Family Practice doctors now come twice each week.

Mary College nursing students are no longer involved in any medical care, but work with the third member of the nursing team, the psychiatric nurse.

Each week one of the nurses gives a class of basic health care to incoming inmates and an explanation of the routine medical care at the institution. We have given several classes to the security staff on routine medical care and standing orders for injuries and emergencies.

## CLASSIFICATION SYSTEM

On July 1, 1983, the North Dakota Inmate Classification System was started at the NDSP around the concept of "risk management". This concept attempts to reduce and minimize the threat of escape, assault, and violations of the inmate handbook, while providing the inmate with a comprehensive and effective incarceration program. This is accomplished by maximizing supervision and control over inmates presenting the greatest risk to the public, staff, and other inmates and themselves while minimizing control over inmates who have properly adjusted to, and endorsed the institution's goals, objectives, and regulations.

The N.D. Inmate Classification System assigns inmates to three generic classification types (maximum, medium, minimum) in addition to specific education, treatment, and work programs, as well as housing areas. Overall, the classification system has worked well to meet the needs of the inmates and the institution. Among the areas of improvement noticed were increased involvement in educational programs, less job turnover in institutional and industry job assignments, fewer problems with inmates being transferred to minimum custody housing assignments, and better cooperation with inmates being involved in treatment.

## FEMALE INMATE UNIT

The female unit was established in 1976. During this biennium 23 females have been housed in the prison environment. Due to relatively short sentences received by women housed in the unit, only two have participated in the work release program, and none have been involved in education release.

All of the present female inmate population are employed in institutional work activities. Current work available to women inmates includes maintenance activities, clerical work, dining room assistance, and warehouse duties.

## FEDERAL INMATES

On July 1, 1983, our Federal inmate count was 9. Over the months, it increased slightly and reached its peak in April, 1985, where it remained to the end of the biennium.

Our institution had relatively few problems meeting the needs of our Federal boarders in regard to program involvement, including counseling, education, religious, medical, recreation, and employment in the institution. In addition, the institution's contract was updated to provide additional treatment for Federal inmates convicted of sexual offenses. Most Federal boarders were very appreciative of being housed at the NDSP and minimal problems were encountered between State and Federal inmates. Many of the Federal inmates accepted by the institution were sentenced directly by the U.S. Court in North Dakota in order to remain close to home. In addition, our staff works closely with the Federal Community Programs Manager who is stationed in Bismarck, and if any problem arises in relationship to a Federal boarder, the Community Programs Manager is very cooperative in helping resolve it.

In addition to the inmates received by the Federal Bureau of Prisons, the NDSP started housing temporary inmates for the U.S. Marshal's Office in November, 1983. The length of stay of the Marshal's prisoners usually lasted from one day to thirty days. Some months, the institution did not house any Marshal's prisoners to the high of 12 prisoners in February, 1985.

# TABLE NO. 1
## POPULATION MOVEMENT OF INMATES
For Two Year Period Ending 6/30/85
N. D. State Penitentiary

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Received from Courts | 262 | 15 | 231 | 5 |
| Received as Parole Violators | 13 | 0 | 4 | 0 |
| Received as Probation Violators | 9 | 0 | 15 | 1 |
| Escapees Returned | 0 | 0 | 0 | 0 |
| Transfers from Other Jurisdictions | 9 | 1 | 22 | 0 |
| Returned from Appeal Bond | 1 | 0 | 0 | 0 |
| | 294 | 16 | 275 | 6 |
| Population at Beginning of Period | 349 | 4 | 384 | 10 |
| | 643 | 20 | 659 | 16 |
| Discharged by Expiration | 40 | 3 | 52 | 1 |
| Probation | 48 | 4 | 60 | 0 |
| Paroled | 152 | 3 | 145 | 7 |
| Transfers to Other Jurisdictions | 4 | 0 | 7 | 0 |
| Deceased | 0 | 0 | 1 | 0 |
| Other Releases: Court Order, Appeal Bond, etc. | 14 | 0 | 8 | 0 |
| Escaped | 1 | 0 | 1 | 0 |
| | 259 | 10 | 274 | 8 |
| Population at End of Period | 384 | 10 | 385 | 8 |
| | 643 | 20 | 659 | 16 |

# TABLE NO. 2
## TRANSFERS TO AND FROM OTHER JURISDICTIONS
For Two Year Period Ending 6/30/85
N.D. State Penitentiary

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Transfers from Other Jurisdictions: | | | | |
| Sentenced in Federal Courts | 4 | 1 | 16 | 0 |
| Sentenced in Other States - | | | | |
| Minnesota | 1 | 0 | 3 | 0 |
| Montana | 2 | 0 | 1 | 0 |
| South Dakota | 2 | 0 | 2 | 0 |
| | 9 | 1 | 22 | 0 |

## TABLE NO. 2 CONT'D

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Transfers to Other Jurisdictions: | | | | |
| Federal transfers | 2 | 0 | 6 | 0 |
| Exchange contracts - | | | | |
| Montana | 1 | 0 | 1 | 0 |
| South Dakota | 1 | 0 | 0 | 0 |
| | 4 | 0 | 7 | 0 |

## TABLE NO. 3
## INMATES RECEIVED FROM COURTS LAST 20 YEARS
### N. D. State Penitentiary

*The figure for 1974 as it appeared in the previous Annual Report for Fiscal 74-75 was based on only half the year. The figure in the report for 1975 appears to have been based on the fiscal, rather than the calendar year. For these reasons, figures for 1974 and 1975 will be different in this report.

| Year | No. Rec'd | Year | No. Rec'd | |
|---|---|---|---|---|
| 1966 | 108 | 1977 | 156 | |
| 1967 | 88 | 1978 | 141 | |
| 1968 | 88 | 1979 | 152 | |
| 1969 | 91 | 1980 | 198 | |
| 1970 | 85 | | Male | Female |
| 1971 | 76 | 1981 | 206 | 5 |
| 1972 | 125 | 1982 | 250 | 10 |
| 1973 | 128 | 1983 | 303 | 15 |
| 1974 | 123 | 1984 | 236 | 8 |
| 1975 | 139 | 1985 thru 6/30 | 116 | 1 |
| 1976 | 154 | | | |

## TABLE NO. 4
## AVERAGE DAILY POPULATION
### Last 20 Years
### N. D. State Penitentiary

| Year | Population | Year | Population | |
|---|---|---|---|---|
| 1966 | 199.24 | 1976 | 184.99 | |
| 1967 | 193.70 | 1977 | 218.04 | |
| 1968 | 157.90 | 1978 | 130.79 | |
| 1969 | 150.50 | 1979 | 204.85 | |
| 1970 | 155.40 | 1980 | 230.78 | |
| 1971 | 113.00 | 1981 | 260.85 | |
| 1972 | 125.94 | 1982 | 303.18 | |
| 1973 | 146.16 | | Male | Female |
| 1974 | 134.26 | 1983 | 343.56 | 7.77 |
| 1975 | 139.67 | 1984 | 369.69 | 11.03 |
| | | 1985 thru 6/30 | 387.46 | 10.00 |

## TABLE NO. 5
## AVERAGE DAILY POPULATION
For Two Year Period Ending 6/30/85
N. D. State Penitentiary

| Month | Male | Female | Month | Male | Female |
|---|---|---|---|---|---|
| July, 1983 | 344.71 | 4.65 | July | 372.45 | 9.65 |
| August | 345.13 | 4.26 | August | 364.23 | 9.00 |
| September | 344.67 | 7.57 | September | 365.80 | 10.60 |
| October | 351.32 | 10.87 | October | 370.65 | 11.00 |
| November | 361.17 | 13.06 | November | 380.57 | 12.00 |
| December | 364.26 | 11.97 | December | 392.77 | 12.32 |
| January, 1984 | 362.35 | 11.00 | January, 1985 | 397.10 | 12.00 |
| February | 366.14 | 10.55 | February | 396.93 | 11.14 |
| March | 364.39 | 11.58 | March | 373.74 | 11.00 |
| April | 368.03 | 12.00 | April | 386.50 | 10.03 |
| May | 375.68 | 12.00 | May | 385.52 | 10.71 |
| June | 380.30 | 12.00 | June | 385.00 | 10.00 |

## TABLE NO. 6
## AVERAGE DAILY POPULATION
For Two Year Period
N. D. State Penitentiary

| | |
|---|---|
| Average Population Year Ending 6/30/84 | 360.68 |
| Average Population Year Ending 6/30/85 | 380.94 |
| Average Population for 2 Year Period | 370.81 |

## TABLE NO. 7
## DEATHS
For Two Year Period
N. D. State Penitentiary

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Deaths | 0 | 0 | 1 | 0 |

## TABLE NO. 8
## CRIMES CHARGED AGAINST INMATES SENTENCED IN NORTH DAKOTA
N. D. State Penitentiary

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Abandonment and Nonsupport of Child | 1 | 0 | 0 | 0 |
| Aggravated Assault | 5 | 2 | 12 | 0 |
| Aggravated Reckless Driving | 0 | 0 | 1 | 0 |
| Arson | 2 | 0 | 2 | 0 |

## TABLE NO. 8 CONT'D

| | Ending 6/30/84 | | Ending 6/30/85 | |
|---|---|---|---|---|
| | Male | Female | Male | Female |
| Attempted Murder | 1 | 0 | 0 | 0 |
| Bail Jumping | 5 | 0 | 5 | 0 |
| Breaking Into a Vehicle | 0 | 0 | 5 | 0 |
| Burglary | 154 | 4 | 92 | 1 |
| Carrying a Concealed Weapon | 3 | 0 | 2 | 0 |
| Conversion of Mortaged Property | 0 | 0 | 1 | 0 |
| Criminal Mischief | 7 | 0 | 1 | 0 |
| Criminal Trespass | 5 | 0 | 4 | 0 |
| Delivery Controlled Substance | 55 | 1 | 31 | 0 |
| DUI | 0 | 0 | 2 | 0 |
| Endangering by Fire | 0 | 0 | 1 | 0 |
| Escape | 10 | 0 | 2 | 0 |
| False Information | 0 | 0 | 1 | 0 |
| False Statement Purchase Firearm | 2 | 0 | 0 | 0 |
| Felonious Restraint | 4 | 0 | 0 | 0 |
| Forgery | 27 | 1 | 28 | 5 |
| Fraudulently Acquiring Controlled Substance | 0 | 0 | 9 | 0 |
| Gross Sexual Imposition | 20 | 0 | 38 | 0 |
| Harassment | 1 | 0 | 0 | 0 |
| Hindering Law Enforcement | 0 | 0 | 1 | 0 |
| Indecent Liberties | 0 | 0 | 1 | 0 |
| Issuing Bad Checks | 3 | 0 | 3 | 0 |
| Kidnapping | 2 | 0 | 0 | 0 |
| Manslaughter | 3 | 1 | 3 | 0 |
| Murder | 7 | 1 | 2 | 0 |
| Negligent Homicide | 4 | 0 | 2 | 0 |
| Obtaining Poss. Cont. Sub. by Deception | 1 | 0 | 0 | 0 |
| Possession Cont. Substance w/Intent to Del. | 11 | 0 | 6 | 0 |
| Possession of Controlled Substance | 12 | 0 | 7 | 0 |
| Possession of Unregistered Firearm | 0 | 0 | 2 | 0 |
| Reckless Endangerment | 3 | 1 | 2 | 0 |
| Removal of Child from State in Violation of Custody Decree | 0 | 0 | 1 | 0 |
| Robbery | 14 | 2 | 7 | 0 |
| Selling Unregistered Securities | 0 | 0 | 12 | 0 |
| Sexual Assault | 2 | 0 | 0 | 0 |
| Sexual Imposition | 4 | 0 | 1 | 0 |
| Simple Assault | 0 | 0 | 3 | 1 |
| Terrorizing | 5 | 0 | 13 | 0 |
| Theft of Property | 119 | 7 | 76 | 1 |
| Unauthorized Use of Motor Vehicle | 12 | 0 | 7 | 0 |
| Unlawful Possession of Firearm | 0 | 0 | 1 | 0 |
| | 504 | 20 | 387 | 8 |

NOTE: Crimes exceed inmates received from courts as some inmates were charged with more than one crime.

## TABLE NO. 9
## CRIMES - VIOLENT/NONVIOLENT
For Two Year Period
N. D. State Penitentiary

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Violent Crimes | 63 | 7 | 54 | 1 |
| Nonviolent Crimes | 199 | 8 | 177 | 4 |
| | 262 | 15 | 231 | 5 |

## TABLE NO. 10
## SENTENCES OF INMATES
Received During Two Year Period
N. D. State Penitentiary

| Sentences | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| 3 months | 0 | 0 | 1 | 0 |
| 6 months | 3 | 0 | 2 | 0 |
| 8 months | 1 | 0 | 1 | 0 |
| 9 months | 3 | 0 | 0 | 0 |
| 11 months | 0 | 0 | 1 | 0 |
| 1 year | 52 | 2 | 26 | 2 |
| 13 months | 2 | 2 | 4 | 0 |
| 14 months | 0 | 0 | 1 | 0 |
| 15 months | 5 | 0 | 0 | 0 |
| 16 months | 0 | 2 | 0 | 0 |
| 18 months | 10 | 0 | 8 | 0 |
| 19 months | 1 | 0 | 1 | 0 |
| 20 months | 1 | 0 | 1 | 0 |
| 21 months | 3 | 0 | 0 | 0 |
| 2 years | 83 | 2 | 36 | 1 |
| 27 months | 1 | 1 | 0 | 0 |
| 2½ years | 4 | 0 | 5 | 0 |
| 33 months | 8 | 0 | 0 | 0 |
| 3 years | 78 | 1 | 55 | 0 |
| 39 months | 2 | 0 | 0 | 0 |
| 3½ years | 3 | 0 | 1 | 0 |
| 4 years | 50 | 5 | 39 | 1 |
| 4 years & 3 months | 4 | 0 | 0 | 0 |
| 5 years | 132 | 4 | 142 | 3 |
| 6 years | 5 | 1 | 10 | 0 |
| 7 years | 8 | 0 | 2 | 0 |
| 8 years | 5 | 0 | 0 | 0 |
| 10 years | 4 | 0 | 7 | 0 |
| 15 years | 1 | 0 | 3 | 0 |
| 20 years | 1 | 0 | 0 | 0 |

## TABLE NO. 10 CONT'D

| Sentences | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| 30 years | 0 | 0 | 1 | 0 |
| 40 years | 0 | 0 | 1 | 0 |
| 45 years | 0 | 1 | 0 | 0 |
| Life | 6 | 0 | 0 | 0 |
|  | 476 | 20 | 348 | 7 |

NOTE: Number of sentences exceed number of inmates received as some inmates received more than one sentence.

## TABLE NO. 11
### COMMITMENTS FROM VARIOUS COUNTIES
Received During Two Year Period
N. D. State Penitentiary

| County | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female | County | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|---|---|---|---|---|
| Barnes | 4 | 0 | 8 | 0 | Mercer | 0 | 0 | 2 | 0 |
| Billings | 1 | 0 | 0 | 0 | Morton | 16 | 0 | 10 | 1 |
| Bottineau | 2 | 0 | 2 | 0 | Nelson | 0 | 0 | 1 | 0 |
| Burke | 1 | 0 | 0 | 0 | Pembina | 2 | 0 | 3 | 0 |
| Burleigh | 39 | 3 | 28 | 2 | Pierce | 12 | 0 | 5 | 0 |
| Cass | 37 | 2 | 58 | 1 | Ramsey | 11 | 0 | 3 | 0 |
| Cavalier | 5 | 0 | 1 | 0 | Ransom | 5 | 0 | 4 | 0 |
| Dickey | 1 | 0 | 1 | 0 | Richland | 3 | 0 | 3 | 0 |
| Divide | 0 | 0 | 1 | 0 | Rolette | 4 | 0 | 3 | 0 |
| Dunn | 1 | 0 | 0 | 0 | Sheridan | 1 | 0 | 0 | 0 |
| Emmons | 1 | 0 | 1 | 0 | Slope | 1 | 0 | 1 | 0 |
| Foster | 1 | 0 | 0 | 0 | Stark | 15 | 0 | 9 | 0 |
| Grand Forks | 17 | 4 | 22 | 0 | Stutsman | 10 | 1 | 14 | 1 |
| Kidder | 0 | 0 | 1 | 0 | Traill | 0 | 0 | 2 | 0 |
| McHenry | 6 | 1 | 1 | 0 | Walsh | 3 | 0 | 1 | 0 |
| McIntosh | 0 | 0 | 1 | 0 | Ward | 32 | 1 | 37 | 2 |
| McKenzie | 5 | 1 | 7 | 0 | Wells | 0 | 0 | 1 | 0 |
| McLean | 5 | 0 | 0 | 0 | Williams | 39 | 2 | 16 | 0 |
|  |  |  |  |  |  | 280 | 14 | 247 | 7 |

NOTE: Number of counties may exceed number of inmates received as some inmates may have been sentenced in more than one county.

## TABLE NO. 12
## PREVIOUS FELONY CONVICTIONS
Received During Two Year Period
N. D. State Penitentiary

| Previous Convictions | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| None | 134 | 14 | 122 | 2 |
| One Previous Conviction | 74 | 1 | 52 | 3 |
| Two Previous Convictions | 25 | 0 | 15 | 0 |
| Three Previous Convictions | 16 | 0 | 14 | 0 |
| Four Previous Convictions | 7 | 0 | 12 | 0 |
| Five Previous Convictions | 2 | 0 | 4 | 0 |
| Six Previous Convictions | 3 | 0 | 2 | 0 |
| Eight Previous Convictions | 0 | 0 | 5 | 0 |
| Nine Previous Convictions | 0 | 0 | 1 | 0 |
| Ten Previous Convictions | 0 | 0 | 3 | 0 |
| Eleven Previous Convictions | 1 | 0 | 0 | 0 |
| Twelve Previous Convictions | 0 | 0 | 1 | 0 |
| | 262 | 15 | 231 | 5 |

## TABLE NO. 13
## RESIDENCE OF INMATES
Received During Two Year Period
N. D. State Penitentiary

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| North Dakota Citizen | 208 | 12 | 172 | 3 |
| Not A North Dakota Citizen | 54 | 3 | 59 | 2 |
| | 262 | 15 | 231 | 5 |

## TABLE NO. 14
## RACE AND SEX OF INMATES
Received During Two Year Period
N. D. State Penitentiary

| Race | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Caucasian | 219 | 8 | 193 | 2 |
| Indian | 33 | 6 | 34 | 2 |
| Negro | 7 | 1 | 1 | 1 |
| Hispanic | 3 | 0 | 2 | 0 |
| Asian | 0 | 0 | 1 | 0 |
| | 262 | 15 | 231 | 5 |

## TABLE NO. 15
## MARITAL STATUS OF INMATES
Received During Two Year Period
N. D. State Penitentiary

| Marital Status | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Single | 159 | 5 | 125 | 2 |
| Married | 42 | 5 | 47 | 2 |
| Divorced | 53 | 4 | 48 | 1 |
| Separated | 6 | 1 | 7 | 0 |
| Widowed | 2 | 0 | 4 | 0 |
| | 262 | 15 | 231 | 5 |

## TABLE NO. 16
## EMPLOYMENT STATUS OF INMATES
Received During Two Year Period
N. D. State Penitentiary

| Employment | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Employed at time of arrest | 122 | 3 | 95 | 4 |
| Unemployed at time of arrest | 140 | 12 | 136 | 1 |
| | 262 | 15 | 231 | 5 |

## TABLE NO. 17
## EDUCATION LEVEL OF INMATES
Received During Two Year Period
N. D. State Penitentiary

| Education | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| 2 years | 2 | 0 | 0 | 0 |
| 3 years | 0 | 0 | 1 | 0 |
| 4 years | 2 | 0 | 0 | 0 |
| 5 years | 1 | 1 | 2 | 0 |
| 6 years | 0 | 0 | 3 | 0 |
| 7 years | 3 | 0 | 2 | 0 |
| 8 years | 21 | 2 | 22 | 0 |
| 9 years | 12 | 1 | 16 | 1 |
| 10 years | 32 | 1 | 18 | 0 |
| 11 years | 24 | 3 | 10 | 0 |
| 12 years or G.E.D. | 129 | 6 | 120 | 3 |
| 13 years | 14 | 0 | 9 | 1 |
| 14 years | 10 | 1 | 17 | 0 |

## TABLE NO. 17 CONT'D

| Education | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| 15 years | 4 | 0 | 3 | 0 |
| 16 years | 6 | 0 | 7 | 0 |
| 17 years | 2 | 0 | 1 | 0 |
| | 262 | 15 | 231 | 5 |

---

## TABLE NO. 1
### POPULATION MOVEMENT OF INMATES
For Two Year Period Ending 6/30/85
N. D. State Farm

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Received from Courts | 124 | 1 | 111 | 2 |
| Received as Parole Violators | 0 | 0 | 0 | 0 |
| Received as Probation Violators | 4 | 0 | 2 | 0 |
| Received as Federal Transfers | 3 | 0 | 1 | 0 |
| Escapees Returned | 0 | 0 | 0 | 0 |
| | 131 | 1 | 114 | 2 |
| Population at Beginning of Period | 58 | 0 | 52 | 0 |
| | 189 | 1 | 166 | 2 |
| Discharged by Expiration | 36 | 0 | 32 | 2 |
| Released on Parole | 43 | 0 | 21 | 0 |
| Released on Probation | 37 | 1 | 48 | 0 |
| Escaped | 0 | 0 | 0 | 0 |
| Transferred to the Penitentiary to Serve Concurrent Sentences | 3 | 0 | 4 | 0 |
| Released on Court Order | 18 | 0 | 8 | 0 |
| Deceased | 0 | 0 | 1 | 0 |
| | 137 | 1 | 114 | 2 |
| Population at End of Period | 52 | 0 | 52 | 0 |
| | 189 | 1 | 166 | 2 |

## TABLE NO. 2
## INMATES RECEIVED FROM COURTS
Last 20 Years
N. D. State Farm

| Year | No. Rec'd | Year | No. Rec'd | |
|---|---|---|---|---|
| 1966 | 52 | 1977 | 117 | |
| 1967 | 53 | 1978 | 95 | |
| 1968 | 75 | 1979 | 86 | |
| 1969 | 49 | 1980 | 131 | |
| 1970 | 68 | | Male | Female |
| 1971 | 70 | 1981 | 118 | 3 |
| 1972 | 67 | 1982 | 104 | 5 |
| 1973 | 67 | 1983 | 120 | 0 |
| 1974 | 80 | 1984 | 120 | 3 |
| 1975 | 105 | 1985 through 6/30 | 64 | 0 |
| 1976 | 82 | | | |

## TABLE NO. 3
## AVERAGE DAILY POPULATION
Last 20 Years
N. D. State Farm

| Year | Average | Year | Average | |
|---|---|---|---|---|
| 1966 | 32.25 | 1977 | 44.03 | |
| 1967 | 20.89 | 1978 | 41.00 | |
| 1968 | 38.05 | 1979 | 34.75 | |
| 1969 | 21.01 | 1980 | 52.99 | |
| 1970 | 26.65 | 1981 | 54.64 | |
| 1971 | 28.93 | 1982 | 49.66 | |
| 1972 | 24.77 | | Male | Female |
| 1973 | 36.76 | 1983 | 51.27 | 0 |
| 1974 | 27.86 | 1984 | 45.35 | 0 |
| 1975 | 38.32 | 1985 through 6/30 | 48.85 | 0 |
| 1976 | 38.93 | | | |

## TABLE NO. 4
## AVERAGE DAILY POPULATION
For Two Year Period Ending 6/30/85
N. D. State Farm

| Year | Average | Year | Average |
|---|---|---|---|
| July, 1983 | 55.10 | March | 45.71 |
| August | 52.07 | April | 44.70 |
| September | 50.10 | May | 48.94 |
| October | 51.68 | June | 49.83 |
| November | 53.80 | July | 50.58 |
| December | 51.42 | August | 44.68 |
| January, 1984 | 51.84 | September | 40.40 |
| February | 48.72 | October | 38.10 |

## TABLE NO. 4 CONT'D

| Year | Average | Year | Average |
|---|---|---|---|
| November | 38.97 | March | 47.65 |
| December | 41.68 | April | 47.40 |
| January, 1985 | 45.13 | May | 50.65 |
| February | 51.18 | June | 51.07 |

## TABLE NO. 5
### AVERAGE DAILY POPULATION
For Two Year Period
N. D. State Farm

| | |
|---|---|
| Average Daily Population for Year Ending June 30, 1984 | 50.33 |
| Average Daily Population for Year Ending June 30, 1985 | 45.62 |
| Average Daily Population for Two Year Period | 47.98 |

## TABLE NO. 6
### DEATHS
For Two Year Period
N. D. State Farm

| | Ending 6/30/84 | | Ending 6/30/85 | |
|---|---|---|---|---|
| | Male | Female | Male | Female |
| Deaths | 0 | 0 | 1 | 0 |

## TABLE NO. 7
### CRIMES CHARGED AGAINST INMATES SENTENCED IN NORTH DAKOTA
N. D. State Farm

| | Ending 6/30/84 | | Ending 6/30/85 | |
|---|---|---|---|---|
| Crime | Male | Female | Male | Female |
| Aggravated Assault | 3 | 0 | 2 | 0 |
| Aggravated Reckless Driving | 2 | 0 | 1 | 0 |
| Assaulting a Police Officer | 0 | 0 | 1 | 0 |
| Breaking into a Vehicle | 0 | 0 | 3 | 0 |
| Burglary | 18 | 0 | 21 | 0 |
| Contributing to the Delinquency of a Minor | 4 | 0 | 0 | 0 |
| Criminal Mischief | 1 | 0 | 4 | 0 |
| Criminal Solicitation | 1 | 0 | 0 | 0 |
| Criminal Trespass | 2 | 0 | 6 | 0 |
| Delivery of a Controlled Substance | 15 | 1 | 5 | 0 |
| DUI | 27 | 0 | 30 | 1 |
| DUS | 12 | 0 | 7 | 0 |
| Escape | 3 | 0 | 3 | 0 |
| False Information to a Police Officer | 2 | 0 | 2 | 0 |
| Fleeing and Eluding a Police Officer | 2 | 0 | 0 | 0 |

## TABLE NO. 7 CONT'D

| Crime | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Forgery | 6 | 0 | 12 | 0 |
| Gross Sexual Imposition | 3 | 0 | 2 | 0 |
| Hunting When Privileges are Suspended | 0 | 0 | 2 | 0 |
| Issuing Bad Checks | 18 | 0 | 0 | 0 |
| Issuing Checks without an Account | 0 | 0 | 3 | 2 |
| Leaving the Scene of an Accident | 3 | 0 | 1 | 0 |
| Menacing | 1 | 0 | 3 | 0 |
| Minor in Possession | 0 | 0 | 1 | 0 |
| Negligent Homicide | 0 | 0 | 1 | 0 |
| Possession of a Controlled Substance | 6 | 0 | 4 | 0 |
| Possession of Drug Paraphernalia | 5 | 0 | 3 | 0 |
| Possession of Explosive and Destructive Devices in a Government Building | 0 | 0 | 1 | 0 |
| Preventing Arrest | 0 | 0 | 2 | 0 |
| Preventing Discharge of Official Duties | 3 | 0 | 0 | 0 |
| Reckless Endangerment | 3 | 0 | 1 | 0 |
| Robbery | 0 | 0 | 1 | 0 |
| Simple Assault | 0 | 0 | 2 | 0 |
| Terrorizing | 2 | 0 | 1 | 0 |
| Theft of Property | 24 | 0 | 21 | 0 |
| Unauthorized Use of a Motor Vehicle | 15 | 0 | 7 | 0 |
| Violation of Probation | 0 | 0 | 1 | 0 |
| Violation of Protection Order | 0 | 0 | 1 | 0 |
|  | 182 | 1 | 155 | 3 |

Note: Crimes exceed inmates received from courts as some inmates were charged with more than one crime.

## TABLE NO. 8
## CRIMES - VIOLENT/NONVIOLENT
## N. D. State Farm

|  | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Violent Crimes | 13 | 0 | 18 | 0 |
| Nonviolent Crimes | 112 | 1 | 93 | 2 |
|  | 125 | 1 | 111 | 2 |

## TABLE NO. 9
## SENTENCES OF INMATES
Received During Two Year Period
N. D. State Farm

| Sentences | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| 15 days | 4 | 0 | 2 | 0 |
| 1 month | 16 | 0 | 6 | 0 |
| 2 months | 6 | 0 | 2 | 0 |
| 3 months | 6 | 0 | 5 | 0 |
| 4 months | 6 | 0 | 4 | 0 |
| 6 months | 25 | 1 | 20 | 2 |
| 7 months | 0 | 0 | 1 | 0 |
| 9 months | 8 | 0 | 1 | 0 |
| 10 months | 0 | 0 | 2 | 0 |
| 11 months | 2 | 0 | 1 | 0 |
| 1 year | 120 | 0 | 106 | 0 |
| 13 months | 0 | 0 | 2 | 0 |
| | 193 | 1 | 152 | 2 |

NOTE: Number of sentences exceed number of inmates received as some inmates received more than one sentence.

## TABLE NO. 10
## COMMITMENTS FROM VARIOUS COUNTIES
Received During Two Year Period
N. D. State Farm

| County | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female | County | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|---|---|---|---|---|
| Barnes | 0 | 0 | 1 | 0 | McLean | 2 | 0 | 1 | 0 |
| Benson | 3 | 0 | 1 | 0 | Mercer | 2 | 0 | 2 | 0 |
| Bottineau | 2 | 0 | 2 | 0 | Morton | 15 | 0 | 14 | 0 |
| Bowman | 1 | 0 | 0 | 0 | Mountrail | 0 | 0 | 2 | 0 |
| Burleigh | 11 | 0 | 11 | 0 | Pembina | 3 | 0 | 4 | 0 |
| Cass | 9 | 0 | 6 | 1 | Ramsey | 5 | 1 | 2 | 0 |
| Cavalier | 2 | 0 | 3 | 0 | Ransom | 2 | 0 | 0 | 0 |
| Dickey | 0 | 0 | 1 | 0 | Richland | 1 | 0 | 2 | 0 |
| Divide | 1 | 0 | 0 | 0 | Rolette | 1 | 0 | 4 | 0 |
| Dunn | 1 | 0 | 1 | 0 | Sargent | 1 | 0 | 0 | 0 |
| Emmons | 2 | 0 | 2 | 0 | Sioux | 1 | 0 | 0 | 0 |
| Golden Valley | 1 | 0 | 1 | 0 | Stark | 6 | 0 | 0 | 0 |
| Grand Forks | 12 | 0 | 9 | 0 | Stutsman | 4 | 0 | 8 | 0 |
| Grant | 2 | 0 | 0 | 0 | Towner | 0 | 0 | 2 | 0 |
| LaMoure | 1 | 0 | 2 | 0 | Walsh | 4 | 0 | 5 | 0 |
| McHenry | 0 | 0 | 3 | 0 | Ward | 9 | 0 | 5 | 0 |
| McIntosh | 1 | 0 | 3 | 1 | Wells | 0 | 0 | 1 | 0 |
| McKenzie | 6 | 0 | 3 | 0 | Williams | 15 | 0 | 11 | 0 |
| | | | | | | 126 | 1 | 112 | 2 |

NOTE: Commitments exceed number of inmates received as some inmates were sentenced in more than one county.

## TABLE NO. 11
## RESIDENCE OF INMATES
Received During Two Year Period
N. D. State Farm

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| North Dakota Citizen | 115 | 1 | 99 | 0 |
| Not a North Dakota Citizen | 9 | 0 | 12 | 2 |
| | 124 | 1 | 111 | 2 |

## TABLE NO. 12
## RACE AND SEX OF INMATES
Received During Two Year Period
N. D. State Farm

| Race | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Caucasian | 99 | 0 | 94 | 1 |
| Indian | 25 | 1 | 17 | 1 |
| | 124 | 1 | 111 | 2 |

## TABLE NO. 13
## MARITAL STATUS OF INMATES
Received During Two Year Period
N. D. State Farm

| Marital Status | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Single | 84 | 1 | 70 | 1 |
| Married | 17 | 0 | 16 | 0 |
| Separated | 7 | 0 | 5 | 0 |
| Divorced | 16 | 0 | 19 | 1 |
| Widowed | 0 | 0 | 1 | 0 |
| | 124 | 1 | 111 | 2 |

## TABLE NO. 14
## EMPLOYMENT OF INMATES
Received During Two Year Period
N. D. State Farm

| | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| Employed at time of arrest | 57 | 0 | 47 | 1 |
| Unemployed at time of arrest | 67 | 1 | 64 | 1 |
| | 124 | 1 | 111 | 2 |

## TABLE NO. 15
## EDUCATION LEVEL OF INMATES
Received During Two Year Period
N. D. State Farm

| Education | Ending 6/30/84 Male | Female | Ending 6/30/85 Male | Female |
|---|---|---|---|---|
| 2 years | 1 | 0 | 0 | 0 |
| 3 years | 0 | 0 | 1 | 0 |
| 4 years | 1 | 0 | 0 | 0 |
| 5 years | 0 | 0 | 2 | 0 |
| 7 years | 2 | 0 | 2 | 0 |
| 8 years | 12 | 0 | 10 | 0 |
| 9 years | 15 | 0 | 12 | 1 |
| 10 years | 12 | 1 | 12 | 1 |
| 11 years | 14 | 0 | 13 | 0 |
| 12 years or G.E.D. | 58 | 0 | 49 | 0 |
| 13 years | 4 | 0 | 5 | 0 |
| 14 years | 4 | 0 | 2 | 0 |
| 16 years | 0 | 0 | 2 | 0 |
| 17 years | 0 | 0 | 1 | 0 |
| | 124 | 1 | 111 | 2 |

# NORTH DAKOTA STATE PENITENTIARY

## REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1984

| | | |
|---|---|---|
| 8145 | Care & Treatment | $ 139,168.38 |
| 8613 | Lease/Rental of Equipment | 1,030.44 |
| 8740 | Sale of Salvage and Scrap | 250.00 |
| 8750 | Sale of Meals | 985.00 |
| 8889 | Miscellaneous | 5,529.65 |
| | Total Revenue | $ 146,963.47 |

| | | |
|---|---|---|
| 1000 | Salaries and Wages | $2,187,969.21 |
| 1080 | Temporary Salaries | 40,988.67 |
| 1090 | Overtime | 39,938.83 |
| 1095 | Paid Annual Leave | 3,381.74 |
| 1820 | Oasis | 6,859.28 |
| 1830 | Social Security | 155,904.64 |
| 1840 | Hospital Insurance | 167,713.67 |
| 1850 | Workmen's Compensation Premiums | 26,835.95 |
| 1870 | Unemployment Insurance | 8,795.13 |
| 1880 | State Retirement Contribution | 154,706.66 |
| | Total Salaries | $2,793,093.78 |

| | | |
|---|---|---|
| 2110 | In-State Meals | $ 1,220.93 |
| 2111 | Out-of-State Meals | 3,168.80 |
| 2115 | In-State Lodging | 905.89 |
| 2116 | Out-of-State Lodging | 3,071.83 |
| 2120 | In-State Mileage | 728.00 |
| 2121 | Out-of-State Mileage | 165.24 |
| 2123 | Air Transportation Out-of-State | 2,920.00 |
| 2125 | Other Commercial Transportation | 36.00 |
| 2150 | Miscellaneous Travel | 812.87 |
| 2160 | Travel-Non Employees | 1,923.00 |
| 2185 | Patient & Inmate Allowance | 87,584.29 |
| 2210 | Water & Garbage | 43,792.37 |
| 2220 | Natural Gas | 100,100.76 |
| 2230 | Electricity | 130,249.26 |
| 2300 | Lease Rentals | 4,955.36 |
| 2400 | Postage & P.O. Box Rental | 9,853.53 |
| 2420 | Telephone | 5,314.29 |
| 2500 | Repair Equipment | 7,128.48 |
| 2515 | Service Contracts | 5,283.16 |
| 2525 | Miscellaneous Contractual Fees | 38,926.62 |
| 2599 | Repairs Not Classified | 12,235.25 |
| 2611 | Medical Fees | 117,284.84 |
| 2650 | Management & Consultant Services | 3,986.40 |
| 2680 | Instructors | 66,212.58 |
| 2699 | Professionals Not Classified | 30,081.90 |

| | | |
|---|---|---|
| 2799 | Insurances | 13,643.62 |
| 2911 | Advertising Services | 342.02 |
| 2914 | Licenses - Taxes | 243.34 |
| 2915 | Dues - Memberships | 1,075.50 |
| 2916 | Freight & Express | 38,933.54 |
| 2918 | Extermination Services | 2,011.68 |
| 2921 | Professional Development | 2,625.00 |
| 2931 | Inmate & Patient Release | 576.30 |
| 2975 | Tuition Fees | 7,001.00 |
| 2976 | Stipends | 38,005.90 |
| 2999 | Miscellaneous Fees | 17,772.54 |
| 3050 | Office Supplies | 12,831.10 |
| 3200 | Printing | 4,911.15 |
| 3210 | Books | 2,369.24 |
| 3215 | Periodicals & Subscriptions | 3,915.81 |
| 3225 | Educational Supplies | 4,113.44 |
| 3300 | Food Supplies | 369,797.60 |
| 3350 | Dry Goods | 40,081.14 |
| 3355 | Uniforms | 10,050.06 |
| 3400 | Lab Supplies | 1,970.25 |
| 3420 | Medicine & Drugs | 25,261.46 |
| 3430 | Optical Supplies | 4,581.50 |
| 3435 | Other Surgical & Medical Supplies | 1,735.94 |
| 3460 | Dishes | 5,228.24 |
| 3470 | Laundry Supplies | 10,976.07 |
| 3475 | Janitorial | 33,949.91 |
| 3500 | Seeds-Trees-Shrubs | 1,930.47 |
| 3550 | Hardware & Bldg. Supplies | 7,230.47 |
| 3555 | Expendable Tools | 7,703.77 |
| 3560 | Paint | 4,341.86 |
| 3565 | Other Bldg. & Equip. Supplies | 39,913.88 |
| 3570 | Plumbing | 9,127.80 |
| 3575 | Electrical | 18,969.25 |
| 3580 | Boiler | 1,813.53 |
| 3585 | Equipment Repair Parts | 26,996.98 |
| 3600 | Heating | 1,033.64 |
| 3603 | Coal | 48,218.72 |
| 3605 | Other Petroleum Products | 13,082.34 |
| 3660 | Road Supplies | 1,067.37 |
| 3700 | Films | 2,694.63 |
| 3705 | Promotional Supplies | 1,053.83 |
| 3715 | Ammunition & Explosives | 1,244.97 |
| 3720 | Supplies Not Classified | 27,213.65 |
| 3725 | Recreational Supplies | 4,013.94 |
| 3730 | Audio Visuals | 198.93 |
| 3750 | Metals, Lumber, and Cement | 13,115.90 |
| 3767 | Health & Beauty Supplies | 1,099.91 |
| 3800 | Fuel & Oil - Vehicle | 24,537.32 |
| 3803 | Repair Parts - Vehicle | 4,819.25 |
| 3807 | Repair Parts - Radio | 2,176.46 |
| 3964 | Chemicals | 684.07 |
| | Total Operating Expenses | $1,596,227.94 |

| | | |
|---|---|---|
| 4100 | Shop Equipment | $ 2,374.55 |
| 4110 | Radio Equipment | 11,934.00 |
| 4118 | Photo Equipment | 159.97 |
| 4150 | Equipment Under $100 | 488.79 |
| 4160 | Office Machines | 914.00 |
| 4170 | Furniture & Furnishings | 27,415.44 |
| 4190 | Machinery & Other Equipment | 24,133.84 |
| | Total Equipment | $ 67,420.59 |

| | | |
|---|---|---|
| 5203 | Capital Improvements | $ 974,798.09 |
| 5213 | Capital Improvements - Carryover | 175,115.65 |

## NORTH DAKOTA STATE PENITENTIARY

## REVENUE/EXPENDITURES FOR FISCAL YEAR ENDING JUNE 30, 1985

| | | |
|---|---|---|
| 8145 | Care & Treatment | $ 185,673.15 |
| 8613 | Lease/Rental of Equipment | 1,521.12 |
| 8740 | Sale of Salvage & Scrap | 325.00 |
| 8750 | Sale of Meals | 1,417.00 |
| 8889 | Miscellaneous | 17,304.38 |
| | Total Revenue | $ 206,240.65 |

| | | |
|---|---|---|
| 1000 | Salaries & Wages | $ 2,710,427.15 |
| 1080 | Temporary Salaries | 96,950.63 |
| 1090 | Overtime | 48,204.50 |
| 1095 | Paid Annual Leave | 4,755.88 |
| 1820 | Oasis | 600.09 |
| 1830 | Social Security | 200,999.50 |
| 1840 | Hospital Insurance | 201,951.40 |
| 1850 | Workmen's Compensation Premiums | 26,053.51 |
| 1870 | Unemployment Insurance | 9,411.86 |
| 1880 | State Retirement Contribution | 243,007.26 |
| | Total Salaries | $ 3,542,361.78 |

| | | |
|---|---|---|
| 2110 | In-State Meals | $ 928.50 |
| 2111 | Out-of-State Meals | 3,050.50 |
| 2115 | In-State Lodging | 1,192.19 |
| 2116 | Out-of-State Lodging | 4,657.76 |
| 2120 | In-State Mileage | 791.60 |
| 2121 | Out-of-State Mileage | 320.94 |
| 2123 | Air Transportation Out-of-State | 7,835.24 |
| 2125 | Other Commercial Transportation | 410.30 |
| 2140 | Motor Pool Car Mileage | 2,800.87 |
| 2150 | Miscellaneous Travel | 679.60 |
| 2160 | Travel Non-Employees | 8,881.01 |
| 2185 | Patient & Inmate Allowance | 112,162.05 |
| 2210 | Water & Garbage | 62,218.59 |
| 2220 | Natural Gas | 98,808.57 |
| 2230 | Electricity | 133,364.50 |
| 2300 | Lease - Rentals | 12,028.65 |
| 2400 | Postage & P.O. Box Rental | 11,938.79 |
| 2420 | Telephone | 2,376.85 |
| 2500 | Repair Equipment | 9,508.70 |
| 2515 | Service Contracts | 7,426.01 |
| 2525 | Miscellaneous Contractual Fees | 32,382.86 |
| 2599 | Repairs Not Classified | 5,592.90 |
| 2611 | Medical Fees | 201,405.29 |
| 2615 | Architects | 1,880.20 |
| 2650 | Management & Consultant Services | 810.00 |
| 2680 | Instructors | 102,383.00 |

|  |  |  |
|---|---|---|
| 2699 | Professionals Not Classified | 62,274.26 |
| 2799 | Insurances | 14,176.81 |
| 2911 | Advertising services | 14.82 |
| 2914 | Licenses-Taxes | 82.00 |
| 2915 | Dues - Memberships | 440.00 |
| 2916 | Freight & Express | 11,846.69 |
| 2918 | Extermination Services | 2,957.50 |
| 2931 | Inmate & Patient Release | 1,364.75 |
| 2975 | Tuition Fees | 16,889.00 |
| 2976 | Stipends | 49,329.46 |
| 2999 | Miscellaneous Fees | 10,456.68 |
| 3050 | Office Supplies | 21,072.55 |
| 3200 | Printing | 4,368.72 |
| 3210 | Books | 12,337.31 |
| 3215 | Periodicals & Subscriptions | 4,896.99 |
| 3225 | Educational Supplies | 18,165.68 |
| 3260 | Photograph Supplies | 1,517.55 |
| 3300 | Food Supplies | 443,155.13 |
| 3350 | Dry Goods | 60,335.37 |
| 3355 | Uniforms | 11,554.76 |
| 3400 | Lab Supplies | 4,592.85 |
| 3420 | Medicine & Drugs | 48,591.49 |
| 3430 | Optical Supplies | 8,599.50 |
| 3435 | Other Surgical & Medical Supplies | 5,278.46 |
| 3460 | Dishes | 7,928.72 |
| 3470 | Laundry Supplies | 4,557.42 |
| 3475 | Janitorial | 40,243.78 |
| 3500 | Seeds-Trees-Shrubs | 20,666.10 |
| 3550 | Hardware & Bldg. Supplies | 4,714.99 |
| 3555 | Expendable Tools | 7,583.37 |
| 3560 | Paint | 6,653.92 |
| 3565 | Other Bldg. & Equip. Supplies | 44,632.73 |
| 3570 | Plumbing | 9,641.51 |
| 3575 | Electrical | 17,390.93 |
| 3580 | Boiler | 1,137.72 |
| 3585 | Equipment Repair Parts | 21,909.46 |
| 3600 | Heating | 2,127.74 |
| 3603 | Coal | 82,238.10 |
| 3605 | Other Petroleum Products | 14,338.92 |
| 3660 | Road Supplies | 3,485.78 |
| 3700 | Films | 8,439.25 |
| 3705 | Promotional Supplies | 3,108.21 |
| 3715 | Ammunition & Explosives | 4,664.03 |
| 3720 | Supplies Not Classified | 13,603.74 |
| 3725 | Recreational Supplies | 8,416.77 |
| 3730 | Audio Visuals | 1,789.17 |
| 3750 | Metals, Lumber and Cement | 14,175.22 |
| 3767 | Health & Beauty Supplies | 2,666.72 |
| 3800 | Fuel & Oil - Vehicle | 26,829.99 |
| 3803 | Repair Parts - Vehicle | 11,962.12 |
| 3807 | Repair Parts - Radio | 2,911.21 |
| 3964 | Chemicals | 1,834.41 |
|  | Total Operating Expenses | $ 2,029,785.83 |

| | | | |
|---|---|---|---|
| 4100 | Shop Equipment | $ | 1,649.07 |
| 4118 | Photo Equipment | | 908.50 |
| 4120 | Lab Equipment | | 350.50 |
| 4140 | School Equipment | | 3,919.00 |
| 4150 | Equipment Under $100 | | 986.30 |
| 4160 | Office Machines | | 7,870.10 |
| 4170 | Furniture & Furnishings | | 27,178.00 |
| 4180 | Motor Vehicles | | 14,716.00 |
| 4190 | Machinery & Other Equipment | | 41,700.64 |
| | Total Equipment | $ | 99,278.11 |
| | | | |
| 5203 | Capital Improvements | $ | 16,917.62 |
| 5213 | Capital Improvements - Carryover | | 7,688.00 |

# NORTH DAKOTA STATE PENITENTIARY

## COMPARATIVE STATEMENT OF CHANGES IN INMATE FUNDS BALANCES
For fiscal years ending June 30, 1984 & 1985

### INMATE FUNDS - TRUSTS & AGENCY

| | | |
|---|---|---|
| Beginning Balances: | | |
| Inmate Personal | $ 63,117.43 *1 | $ 36,952.81 *5 |
| Inmate Temporary Aid | 17,652.79 *2 | 21,964.36 *6 |
| Cable | 4,729.40 | 5,921.39 |
| Commissary | 12,550.33 *3 | 20,763.21 *7 |
| Room & Board | -0- | -0- |
| Support & Restitution | -0- *4 | -0- |
| Postage | -0- | -0- |
| Balance as of June 30, 1983 | $ 98,049.95 | |
| Balance as of June 30, 1984 | | $ 85,601.77 |

| | 1984 | 1985 |
|---|---|---|
| ADDITIONS: | | |
| Inmate Personal | $616,406.77 | $647,629.28 |
| Inmate Temporary Aid | 33,874.44 | 29,730.83 |
| Cable | 7,503.06 | 9,069.82 |
| Commissary | 305,324.36 | 328,071.40 |
| Room & Board | 3,564.79 | 5,207.34 |
| Support & Resitution | -0- | 2,809.47 |
| Postage | 1,936.84 | 2,429.34 |
| Total Additions | $968,610.26 | $1,024,957.48 |
| Total Funds Available | $1,066,660.32 | $1,110,559.25 |
| DEDUCTIONS: | | |
| Inmate Personal | $642,571.39 | $647,462.69 |
| Inmate Temporary Aid | 29,562.87 | 31,203.87 |
| Cable | 6,311.07 | 7,731.38 |
| Commissary | 297,111.48 | 337,575.53 |
| Room & Board | 3,564.79 | 5,207.34 |
| Support & Restitution | -0- | 2,809.47 |
| Postage | 1,936.84 | 2,429.34 |
| Total Deductions | $981,058.44 | $1,034,419.62 |
| Balance as of June 30, 1984 | $ 85,601.77 | |
| Balance as of June 30, 1985 | | $ 139.63 |

## NORTH DAKOTA STATE PENITENTIARY

## COMPARATIVE STATEMENT OF CHANGES IN INMATE FUNDS BALANCES
For fiscal years ending June 30, 1984 & 1985

| | | |
|---|---|---|
| Balances consist of: | | |
| Inmate Personal | $ 36,952.81 *5 | $ 37,129.40 *8 |
| Inmate Temporary Aid | 21,964.36 *6 | 20,491.32 *9 |
| Cable | 5,921.39 | 7,259.83 |
| Commissary | 20,763,21 *7 | 11,259.08 *10 |
| Room and Board | -0- | -0- |
| Support and Restitution | -0- | -0- |
| Postage | -0- | -0- |
| Balance as of June 30, 1984 | $ 85,601.77 | |
| Balance as of June 30, 1985 | | $ 76,139.63 |

| | |
|---|---|
| *1 Includes Accounts Receivable of | $ 22,081.49 |
| *2 Includes Accounts Receivable of | 2,906.87 |
| *3 Includes Accounts Receivable of | 150.00 |
| *4 Includes Accounts Receivable of | 588.22 |
| *5 Includes Accounts Receivable of | 23,850.08 |
| *6 Includes Accounts Receivable of | 2,622.31 |
| *7 Includes Accounts Receivable of | 289.20 |
| *8 Includes Accounts Receivable of | 23,980.99 |
| *9 Includes Accounts Receivable of | 2,755.60 |
| *10 Includes Accounts Receivable of | 360.75 |

# BIENNIAL REPORT

## JULY 1, 1983 —— JUNE 30, 1985

ROUGH
RIDER
INDUSTRIES

Rough Rider Industries
North Dakota State Penitentiary
P.O. Box 5521
Bismarck, North Dakota 58502

# FUNCTION

To provide inmates a realistic work experience in a business-like environment which stresses the same types of performance standards and rewards used for workers in the outside world.

Rough Rider Industries must be self-supporting, generate sufficient revenues from the sale of products and services to meet the costs of operation; i.e., staff and inmate wages, raw materials, business costs.

This provides the most significant operation that the North Dakota State Penitentiary and the North Dakota State Farm can offer for inmates to experience real world experiences, situations and failures.

This work program is designed to develop work attitudes so that they will be retained when an inmate is released to society and will be capable of obtaining and holding employment.

# EVALUATION

The 1983-85 biennium was a difficult period of time for Rough Rider Industries. Marketing efforts had to be increased considerably to maintain a sufficient amount of sales that would cause the department to continue to operate in a profitable or solvent manner. Marketing continues to be the major thrust of Rough Rider Industries. As State agency purchases of equipment diminish, Rough Rider Industries will expand into surrounding states.

A new revised catalog is presently being developed and should be ready for distribution by January 1, 1986. With the aid of this catalog and the efforts of all Rough Rider Industries personnel, it is our short as well as long range goal to continue our sales with modest growth through the 1986-87 biennium. The greatest difficulties in achieving these goals is restrictive legislation resulting in laws on both a State and Federal level that hinders the operation of a Correctional Industries Program.

## ROUGH RIDER INDUSTRIES

## INDUSTRIAL OPERATIONS

| Factory/Operation | Products & Services Provided | Average Number Of Inmates Employed | Major Customers |
|---|---|---|---|
| SIGN | All standard traffic control signing, decals special signs, and sign blanks. | 10 | State of North Dakota<br>Counties<br>Municipalities<br>Federal Government<br>Other States<br>Charitable, Non-Profit<br>Wholesale Trade |
| HARDWOOD PRODUCTS | Assorted hardwood furniture items for office and institutional uses plus specially-built items as per customer requests. | 23 | State of North Dakota<br>Municipalities<br>Counties<br>Federal Government<br>Other States<br>Charitable, Non-Profit<br>Wholesale Trade |
| FIBERESIN PRODUCTS | Fiberesin Furniture items for office and institutional uses plus specially-built items as per customer requests. | 14 | State of North Dakota<br>Counties<br>Municipalities<br>Federal Government<br>Other States<br>Charitable, Non-Profit<br>Wholesale Trade |

## INDUSTRIAL OPERATIONS - continued

| Factory/Operation | Products & Services Provided | Average Number Of Inmates Employed | Major Customers |
|---|---|---|---|
| UPHOLSTERED PRODUCT | Upholstered furniture items for office and institutional uses plus specially-built items as per customer requests, and specially-built welded products. | 12 | State of North Dakota<br>Counties<br>Municipalities<br>Federal Government<br>Other States<br>Charitable, Non-Profit<br>Wholesale Trade |
| BEEF OPERATION | Produces beef for sale to the open market. | 5 | Open Market |
| DAIRY OPERATION | Produces milk for utilization at the State Penitentiary as well as for sale on the open market. | 6 | State Penitentiary<br>Open Market |
| SWINE OPERATION | Produces pork for sale to the open market. | 7 | Open Market |
| FIELD CROPS | Primary support operation for the beef, dairy, and swine operation. | 4 | Rough Rider Industries |

## INDUSTRIAL OPERATIONS - continued

| Factory/Operation | Products & Services Provided | Average Number Of Inmates Employed | Major Customers |
|---|---|---|---|
| METAL PRODUCTS | Primary support activity for all other Rough Rider Industries. Produces small agricultural equipment items and other custom-built items. | 14 | State of North Dakota<br>Counties<br>Municipalities<br>Federal Government<br>Other States<br>Charitable, Non-Profit<br>Wholesale Trade |
| INDUSTRIAL HEADQUARTERS | Primary support activity for all other Rough Rider Industries entities. Provide transportation, sales and administrative support. | 5 | Rough Rider Industries |
| ND STATE INDUSTRIAL SCHOOL INDUSTRIES | Primary services type activities such as, small component assembly, cutting firewood, park clean-up and renovation. | 5 | State of North Dakota<br>Counties<br>Municipalities<br>Federal Government<br>Other States<br>Charitable, Non-Profit<br>Wholesale Trade |
| MANPOWER SERVICES | Primary services type activities such as, small component assembly, cutting firewood, park clean-up and renovation. | 10 | State of North Dakota<br>Counties<br>Municipalities<br>Federal Government<br>Other States<br>Charitable, Non-Profit<br>Wholesale Trade |

## ROUGH RIDER INDUSTRIES

## OPERATING FUND/EXPENDITURES FOR BIENNIUM ENDING JUNE 30, 1985

| | | |
|---|---|---|
| 1000 | Salaries and Wages | $622,256.60 |
| 1080 | Temporary Salaries | 26,062.47 |
| 1090 | Overtime | 9,473.54 |
| 1095 | Paid Annual Leave | 3,320.66 |
| 1820 | Oasis Assessment | 850.23 |
| 1830 | Social Security | 45,949.82 |
| 1840 | Hospital Insurance | 39,906.32 |
| 1850 | Workmen's Compensation Premiums | 8,705.45 |
| 1870 | Unemployment Insurance | 2,080.19 |
| 1880 | State Retirement Contribution | 50,405.77 |
| 2018 | Data Proc. No Spec. Appn. | 170.17 |
| 2110 | In-State Meals | 7,013.50 |
| 2111 | Out-of-State Meals | 3,766.50 |
| 2115 | In-State Lodging | 5,134.89 |
| 2116 | Out-of-State Lodging | 2,785.85 |
| 2120 | In-State Mileage | 553.34 |
| 2121 | Out-of-State Mileage | 370.80 |
| 2123 | Air Transportation Out-of-State | 5,213.40 |
| 2125 | Other Com. Transportation - Out-of-State | 155.88 |
| 2140 | Motor Pool Car Mileage | 21,502.99 |
| 2150 | Miscellaneous Travel | 293.96 |
| 2160 | Travel-Non Employees | 467.85 |
| 2170 | Conference Expenses | 290.00 |
| 2185 | Patient and Inmate Allowance | 413,275.98 |
| 2210 | Water-Garbage | 506.50 |
| 2230 | Electricity | 19,692.65 |
| 2300 | Lease-Rentals | 15,582.20 |
| 2310 | Rent of Equipment - Inc. Films | 11,058.11 |
| 2320 | Booth Rental | 320.00 |
| 2335 | Copier Rental | 480.00 |
| 2340 | Rent of Comm. Equipment | 1,329.11 |
| 2370 | Rent of Land | 2,928.00 |
| 2399 | Rents Not Classified | 7,368.96 |
| 2400 | Mailing Services | 108.83 |
| 2410 | Postage and PO Box Rental | 5,357.83 |
| 2420 | Telephone-Telegraph | 2,928.39 |
| 2430 | Telephone To Director of Institutions | 13,032.14 |
| 2500 | Repair Equipment-Office | 565.50 |
| 2505 | Repair Equipment-Automobiles | 1,167.15 |
| 2510 | Repair Equipment-Other | 10,086.17 |
| 2515 | Service Contracts-Office Equipment | 278.03 |
| 2520 | Service Contracts-Other | 31,954.37 |
| 2525 | Miscellaneous Contractual Fees | 4,250.12 |
| 2560 | Repair Buildings Grounds | 294.00 |
| 2599 | Repairs Not Classified | 1,386.05 |
| 2621 | Veterinary | 3,620.95 |
| 2622 | Commissions | 225.00 |
| 2630 | Research Fee | 197.96 |
| 2699 | Professionals Not Class. | 32,189.87 |
| 2720 | Property | 8,981.52 |
| 2730 | Liability | 5,414.08 |
| 2799 | Other Insurance | 6,914.00 |

## ROUGH RIDER INDUSTRIES

## OPERATING FUND/EXPENDITURES FOR BIENNIUM ENDING JUNE 30, 1985

| | | |
|---|---|---|
| 2905 | Film Processing | $ 490.65 |
| 2911 | Radio-TV-Newspaper Services | 2,075.53 |
| 2915 | Dues-Memberships | 2,863.00 |
| 2916 | Freight and Express | 31,604.99 |
| 2999 | Other Miscellaneous Fees | 86,669.82 |
| 3050 | Office Supplies | 6,954.96 |
| 3150 | Central Supply | 113.92 |
| 3161 | Central Duplicating Supply | 40.55 |
| 3200 | Printing-From Cen. Repro. | 162.91 |
| 3205 | Printing-Not Cent. Repro. | 2,760.88 |
| 3210 | Books | 30.50 |
| 3215 | Periodicals and Subscriptions | 134.00 |
| 3230 | Paper Products | 2,048.03 |
| 3235 | Copier Supplies | 262.50 |
| 3260 | Photography Supplies | 238.33 |
| 3300 | Food Supplies | 370.69 |
| 3350 | Dry Goods | 130.50 |
| 3352 | Clothing | 790.76 |
| 3355 | Uniforms | 44.97 |
| 3356 | Safety Clothing | 15.00 |
| 3410 | Veterinary Supplies | 15,178.66 |
| 3460 | Dishes-Glassware-China | 41.61 |
| 3465 | Silverware and Utensils | 69.64 |
| 3470 | Laundry Supplies | 4.05 |
| 3475 | Janitorial | 1,396.52 |
| 3500 | Seed Feed Forage Fertilizer | 154,777.43 |
| 3505 | Trees-Shrubs-Etc. | 172.51 |
| 3550 | Hardware and Building Supplies | 1,741.19 |
| 3555 | Expendable Tools | 17,141.40 |
| 3560 | Paint | 11,717.58 |
| 3565 | Other Building and Equipment Supplies | 1,759.28 |
| 3570 | Plumbing | 5.17 |
| 3575 | Electrical | 1,392.03 |
| 3580 | Boiler | 162.51 |
| 3585 | Equipment Repair Parts | 50,684.00 |
| 3600 | Heating | 214.57 |
| 3605 | Other Petroleum and Fuel Products | 129.40 |
| 3700 | Films | 2.58 |
| 3705 | Advertising and Promotional Supplies | 16.00 |
| 3720 | Supplies Not Classified | 20,112.28 |
| 3750 | Metals Lumber Cement | 478,208.26 |
| 3755 | Refl. and Mkt. Material | 276,580.03 |
| 3760 | Miscellaneous Manufacturing Supplies | 696,321.25 |
| 3765 | Miscellaneous Supplies | 7,543.52 |
| 3800 | Fuel and Oil-Vehicle | 55,271.86 |
| 3803 | Tires-Vehicle | 2,653.40 |
| 3805 | Repair Parts-Vehicle | 4,945.43 |
| 3960 | Farm Supplies | 14,718.93 |
| 3964 | Chemicals | 108,930.31 |

# ROUGH RIDER INDUSTRIES

## OPERATING FUND/EXPENDITURES FOR BIENNIUM ENDING JUNE 30, 1985

| | | |
|---|---|---|
| 4100 | Shop Equipment | $ 34,667.45 |
| 4120 | Lab Equipment | 201.82 |
| 4150 | Equipment Under $100 | 3,037.43 |
| 4160 | Office Machines | 1,682.51 |
| 4180 | Motor Vehicles | 300.00 |
| 4190 | Machinery and Other Equipment | 5,832.44 |
| 4200 | Livestock | 136,600.00 |

# ROUGH RIDER INDUSTRIES

FINANCIAL STATEMENT

1983-1985 BIENNIUM

PERIOD ENDING

JUNE 30, 1985

## ROUGH RIDER INDUSTRIES

## BALANCE SHEET

## JUNE 30, 1985

| | |
|---|---|
| Current Assets | |
| Cash | $ 63,524.09 |
| Accounts Receivable | 216,276.51 |
| Unbilled Accounts Receivable | 6,489.00 |
| Stock on Hand | 59,602.80 |
| Raw Materials Inventory | 274,507.74 |
| Farm Inventory | 427,261.60 |
| Total Current Assets | $1,047,661.74 |
| Fixed Assets | |
| Equipment Net Depr. | $ 684,993.21 |
| Building Net Depr. | 3,796,630.00 |
| Total Fixed Assets | $4,481,623.21 |
| Total Assets | $5,529,284.95 |

| | |
|---|---|
| Current Liabilities | |
| Accounts Payable | $ 24,298.36 |
| Accured Salaries | 38,973.39 |
| Accrued Inmate Wages | 11,049.21 |
| Deferred Revenue | 8,828.00 |
| Total Current Liabilities | $ 83,148.96 |
| Long Term Liabilities | |
| Notes Payable | $ 147,982.84 |
| Total Long Term Liabilities | $ 147,982.84 |
| Net Worth | |
| Net Worth | $5,346,602.95 |
| Current Biennium Income (Loss) | 34,699.16 |
| Total Net Worth | $5,381,302.11 |
| Total Liabilities & Net Worth | $5,529,284.95 |

# ROUGH RIDER INDUSTRIES

## INCOME STATEMENT

## BIENNIUM ENDING JUNE 30, 1985

| | |
|---|---|
| Revenues | |
| Sales - Farm Operation | $ 657,095.46 |
| Sales - Manufacturing | 2,968,466.71 |
| Sales - Service | 45,775.48 |
| Miscellaneous Income | 13,859.79 |
| Total Revenue | $3,685,197.44 |
| Operating Expenses | |
| Farm Operation Expenses | $ 495,751.20 |
| Cost of Goods Sold/Manufactured | 2,365,009.03 |
| Cost of Services | 30,840.58 |
| Ag. Administration | 180,685.50 |
| Manufacturing Administration | 82,131.20 |
| General Administration | 299,062.85 |
| Marketing | 51,262.26 |
| Warehouse & Transportation | 145,755.66 |
| Total Operating Expenses | $3,650,498.28 |
| Net Income | $ 34,699.16 |

# ROUGH RIDER INDUSTRIES

## DEPARTMENTAL INCOME STATEMENT

## SERVICES SUMMARY

## BIENNIUM ENDING JUNE 30, 1985

| | TOTAL | MANPOWER | SIS |
|---|---|---|---|
| Revenue | | | |
| Sales | $45,775.48 | $37,215.22 | $ 8,560.26 |
| Cost of Services | | | |
| Inmate Labor | $25,941.29 | $25,941.29 | $ 0.00 |
| Other Expenses | 4,899.29 | 2,231.27 | 2,668.02 |
| Total Cost of Services | $30,840.58 | $28,172.56 | $ 2,668.02 |
| Gross Profit | $14,934.90 | $ 9,042.66 | $ 5,892.24 |
| Other Operating Costs | | | |
| Administrative Overhead | $19,444.70 | $19,444.70 | $ 0.00 |
| Transportation Overhead | 903.69 | 903.69 | 0.00 |
| Total Other Operating Costs | $20,348.39 | $20,348.39 | $ 0.00 |
| Net Profit/(Loss) | $(5,413.49) | $(11,305.73) | $ 5,892.24 |

# ROUGH RIDER INDUSTRIES

# DEPARTMENTAL INCOME STATEMENT

## MANUFACTURING SHOPS

## BIENNIUM ENDING JUNE 30, 1985

| | TOTAL MANUFACTURING | JANITORIAL | SIGN SHOP | HARDWOOD | FIBERESIN | UPHOLSTERY | METAL |
|---|---|---|---|---|---|---|---|
| Revenue Sales | $2,968,466.71 | $234,067.10 | $631,883.36 | $837,918.15 | $592,279.62 | $331,361.27 | $340,957.21 |
| Cost of Goods Sold | | | | | | | |
| Stock on Hand 7-1-85 | $ 76,408.45 | $ 20,843.40 | $ 0.00 | $ 24,599.39 | $ 20,565.32 | $ 10,400.34 | $ 0.00 |
| Cost of Goods Manufactured* | 2,348,203.38 | 228,619.51 | 547,068.60 | 542,462.71 | 437,651.23 | 265,509.40 | 326,891.93 |
| Stock on Hand 6-30-85 | (59,602.80) | (30,349.00) | 0.00 | (16,616.80) | (8,586.00) | (4,051.00) | 0.00 |
| Cost of Goods Sold | $2,365,009.03 | $219,113.91 | $547,068.60 | $550,445.30 | $449,630.55 | $271,858.74 | $326,891.93 |
| Gross Profit | $ 603,457.68 | $ 14,953.19 | $ 84,814.76 | $287,472.85 | $142,649.07 | $ 59,502.53 | $ 14,065.28 |
| Other Operating Expenses | | | | | | | |
| Mfg. Administration Overhead | $ 82,310.96 | $ 8,017.09 | $ 19,178.45 | $ 19,013.83 | $ 15,342.76 | $ 9,301.14 | $ 11,457.69 |
| Marketing Overhead | 51,262.26 | 4,044.59 | 10,913.74 | 14,471.34 | 10,226.82 | 5,720.87 | 5,884.90 |
| WHS/Trans. Overhead | 144,851.97 | 11,427.24 | 30,827.32 | 40,884.46 | 28,903.35 | 16,164.30 | 16,645.30 |
| Administration Overhead | 246,393.49 | 8,299.00 | 23,788.47 | 82,330.86 | 55,786.05 | 32,297.19 | 43,891.92 |
| Total Other Operating Expenses | $ 524,818.68 | $ 31,787.92 | $ 84,707.98 | $156,700.49 | $110,258.98 | $ 63,483.50 | $ 77,879.81 |
| Net Profit/(Loss) | $ 78,639.00 | $(16,834.73) | $ 106.78 | $130,772.36 | $ 32,390.09 | $ (3,980.97) | $(63,814.53) |

## ROUGH RIDER INDUSTRIES

## COST OF GOODS MANUFACTURED STATEMENT

JUNE 30, 1985

END OF 1985 BIENNIUM

| | TOTAL | JANITORIAL | SIGN SHOP | HARDWOOD | FIBERESIN | UPHOLSTRY | METAL |
|---|---|---|---|---|---|---|---|
| Raw Materials | | | | | | | |
| Inventory 7-1-83 | $ 311,083.23 | $ 50,158.10 | $111,253.53 | $ 46,825.84 | $ 37,028.35 | $ 33,697.40 | $ 32,120.01 |
| Purchases of Inventoriable Supplies | 1,565,491.97 | 126,911.50 | 476,425.29 | 343,618.39 | 287,460.93 | 158,810.30 | 172,265.56 |
| Inventory 6-30-85 | (274,507.74) | (23,710.89) | (129,575.16) | (44,881.00) | (35,835.95) | (28,141.89) | (12,362.85) |
| Raw Materials Used | $1,602,067.46 | $153,358.71 | $458,103.66 | $345,563.23 | $288,653.33 | $164,365.81 | $192,022.72 |
| Labor Costs | | | | | | | |
| Supervisors | $ 321,099.29 | $ 54,602.52 | $ 50,107.93 | $ 61,701.70 | $ 54,452.10 | $ 51,448.85 | $ 48,786.19 |
| Inmate Wages | 328,524.80 | 11,068.44 | 31,705.99 | 109,780.63 | 74,365.81 | 43,067.20 | 58,536.73 |
| Total Labor Costs | $ 649,624.09 | $ 65,670.96 | $ 81,813.92 | $171,482.33 | $128,817.91 | $ 94,516.05 | $107,322.92 |
| Other Manufacturing Costs | $ 96,511.83 | $ 9,589.84 | $ 7,151.02 | $ 25,417.15 | $ 20,179.99 | $ 6,627.54 | $ 27,546.29 |
| Cost of Goods Manufactured | $2,348,203.38 | $228,619.51 | $547,068.60 | $542,462.71 | $437,651.23 | $265,509.40 | $326,891.93 |

# RESOURCES AVAILABLE FROM THE PENITENTIARY AND STATE FARM

Information about the North Dakota State Penitentiary and State Farm can be obtained by writing to these institutions at Box 5521, Bismarck, N.D., 58502.

We have the following publications which may be provided to the public on a very limited basis as giveaways or loans:

1. Biennial Report
2. Inmate Handbook
3. Officers Handbook

# STATE OF

## STATE LIBRARY

# NORTH DAKOTA

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

**July 1, 1983 — June 30, 1985**

MARGARET M. STEFANAK

State Librarian

**NORTH DAKOTA STATE LIBRARY**

Liberty Memorial Building, Capitol Grounds Bismarck, North Dakota 58505 224-2492

Margaret M. Stefanak
STATE LIBRARIAN

November 1, 1985

Richard Rayl
Acting Director of Institutions
State Capitol Building
Bismarck, North Dakota 58505

Dear Mr. Rayl:

In accordance with North Dakota Century Code section 54-24-03(7), I hereby submit the Eighth Biennial Report of the State Library, which constitutes the period of July 1, 1983 to June 30, 1985.

Sincerely,

Margaret M. Stefanak
State Librarian

MMS:szl
Enc.

# NORTH DAKOTA STATE LIBRARY

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## THE FUNCTION OF THE STATE LIBRARY

By authority of North Dakota Century Code 54-24.2, the State Library was established in 1907 to provide library and information services to agencies of state government and to citizens of the state directly or through local school, public, academic, or special libraries.

During the 1983/85 biennium, the State Library assumed the following new functions: The Dakota Radio Information Service (DRIS); a statewide study on automation and its relationship to libraries; and a state government documents microfiche project. Each is described below.

Dakota Radio Information Service (DRIS) began broadcasting from the State Library in March, 1984. This service provides special readings, such as the local newspaper and a hook-up to the national "In-Touch" network for those who are blind or physically unable to hold a book. Special receivers are loaned to each patron who is deemed to be blind or physically handicapped, and they may keep the receivers for as long as they wish.

The State Library supports this service by donating space and staff time. All funds for equipment are donated and the coordinator of the service writes many grants and submits them to various agencies and makes personal pleas to local service clubs. The five-year plan for DRIS includes expansion into the Minot area (early 1986) and into the Williston and Dickinson areas.

The State Library, led by its automation staff person, coordinated a plan to study the needs of automation and technology in libraries throughout North Dakota. A Library Automation in North Dakota (LAND) committee was formed to perform a needs assessment and to develop an integrated report for discussion by all library directors. The plan is to have all information gathered and decided upon in order to present requests for funding to various groups during the next biennium.

As charged in the Century Code, the State Library must ensure that all state government documents are preserved in a microfiche format for future access and reference. This project was funded during the 1985 Legislature and work on it was begun during 1985. The State Library plans to have the back issues filmed by the end of 1986.

## MAJOR GOALS AND OBJECTIVES STATED

The major goals of the State Library include: coordination of services provided by public, school, academic, and special libraries so that in-state library resources may be shared and utilized by all citizens; to develop and improve public library collections; to improve quality of library services by providing continuing education opportunities for librarians and public library trustees; to provide or arrange for the provision of library services to those patrons who have unique needs such as the blind and physically handicapped, the clientele of institutions, state officials and employees and those without direct local library service; to assist public libraries through advice or consulting services in problem areas such as collection development, technical services and budget and fiscal areas, and to equitably disseminate available grant money according to defined rules and regulations.

The following activities attempted to meet the preceeding goals and objectives:

## Bill Status Availability

During the 1985 legislative session, the State Library provided a service that allowed libraries access to current legislative documents via our microcomputer. By just calling in, a library or patron had access to the bill number, committee hearing information, bill activity by date, House or Senate sponsor, bill status summary, or comparison by section number with the Century Code. This service became popular quickly, and we plan to continue it in subsequent sessions.

## State Aid to Public Libraries

For the sixth year in a row, the State Library issued State Aid checks to public libraries as a result of the 1979 passage of the State Aid to Public Libraries Law passed during the legislative session that year. Eighty-six checks totaling $550,000 were distributed by an application process based on $1.00 per capita for a city and $1.00 per capita + $5.00 per square mile for counties. Reports over the last four years have indicated that State Aid money is being used for extra hours in salaries (51%) and purchasing books, audio visuals and materials (49%). Although public libraries are not supposed to "depend" on State Aid for operating their libraries, they would be hard - pressed to operate without it. We must continue to inform, on a year-round basis, our legislators about the valuable services those State Aid dollars bring to their constituents.

## Institutional Library Grants

The State Library awarded Institutional Grants in June under the Library Services and Construction Act (LSCA) Title I program. Twenty-five-thousand dollars was distributed to institutional libraries through a competitive grant process. Decisions were based on the institutions' plans for spending the grant money, including their long-range goals and objectives for the individual libraries. The Governor's Advisory Council on Libraries assisted the State Library in making the following awards:

| | |
|---|---|
| North Dakota School for the Deaf | $ 4,600 |
| North Dakota School for the Blind | 4,000 |
| Grafton State School | 3,000 |
| Jamestown State Hospital | 5,500 |
| Soldiers Home, Lisbon | 1,100 |
| North Dakota State Industrial School | 3,000 |
| San Haven State School | 3,800 |
| | $25,000 |

At the end of each year, the institution submits a financial report to the State Library, detailing the actual expenditures of the grant money.

## Trustee School

The State Library hosted its Fourth Annual Trustee School on January 25, 1985, which was designed to update public library trustees on current issues and allow them to ask for information relating to their duties. The program included: a presentation by Val Morehouse of the State Library staff on uses of microcomputers in small and medium-sized libraries; Diane Caley, Director of Ward County Library, Minot, gave information on how to conduct an effective meeting; Cindy Larson, State Library staffperson, spoke on the availability of Title II Construction Grants and how to apply for them (what constitutes a good project); and State Librarian Ruth Mahan talked on legislative issues and the State Library, and North Dakota Library Association projects. Trustees representing forty libraries attended and also shared common problems and concerns.

## Confidentiality of Records

On March 14, 1985, Governor Sinner signed House Bill 1270, sponsored by Representative Michael Unhjem and Senator Gerald Waldera, into law. The bill, resulting from much effort by NDLA and State Library staffer Mary Braaten, relates to records maintained by public libraries, and reads as follows:

"Any record maintained or received by a library receiving public funds, which provides a library patron's name or information sufficient to identify a patron together with the subject about which the patron requested information, is considered private and is excepted from the public records disclosure requirements of Section 44-04-18. These records may be released when required pursuant to a court order or a subpoena."

North Dakota is one of many states that have passed such a law protecting the privacy of its library patrons. To prepare for the implementation of the law, librarians should formally adopt a policy for their library specifically designating which records identifying the names of library users will be confidential, advise all employees of the new law, and resist enforcement of any process or order until a proper showing of a subpoena or court procedure has been made.

## Dakota Radio Information Service

The Dakota Radio Information Service (DRIS), under the management of Sally Oremland from the State Library, has continued to grow and expand since its inception March, 1984. This radio service to the blind and physically handicapped, housed in the State Library, can be heard in a seventy-five mile radius around Bismarck. Plans for the Minot area to come on board this Fall have been fulfilled. Special receivers are purchased for eligible patrons by donated funds, and distributed on a first come-first served basis. Working together to get the Radio Reading Service on the air were representatives from the Bismarck and Mandan Mayor's Committees on the Employment of the Handicapped, North Dakota Vocational Rehabilitation, North Dakota State Library, Bismarck Veterans Memorial Public Library, and the North Dakota Association for the Blind. The service provides readings of current national magazines, newspapers, and items of interest, as well as the local papers on a daily basis.

## Tri-State Automation Institute

The State Library sponsored North Dakota's portion of the second annual Tri- State Automation Conference, held in Bismarck June 17-18. The conference included two workshops held on two consecutive days: one was entitled "Assessment of the Need for Automation Technology" and the second was "The Dynamic Bibliographic Database."

Workshop One presented information on how to assess the prospects for and affordability of automation for a library based upon its size and type. Workshop Two dealt with the ongoing care and maintenance of a shared and growing database, including merging, loading, accessing, enlarging, indexing, announcing and assuring quality. A majority of the public, academic, college, and special libraries were represented through the attendance of their key librarians.

## Spring Workshops a Success

The North Dakota State Library, NDLA, and the Continuing Education Review Board co-sponsored two spring workshops in Bismarck and Carrington in April. The two well-attended sessions included "The One Person Library" and "Personnel."

Under workshop leader Jan Feye-Stukas' guidance, the "One Person Library" identified the strengths and weaknesses of the smaller library. Suggestions were given on topics such as weeding, developing more efficient shelving patterns for different types of books, better overall space planning, and recruitment of volunteers.

Dr. Bruce Eberhardt, who gave the "Personnel" workshop, focused on motivating and evaluating employees through a constructive process. Over seventy librarians attended all the sessions, and were very enthusiastic on their evaluations.

## Easy Link

Twenty-seven multi-type libraries are currently using the "Easy Link" electronic mail system. Throughout the year, problems that arose were worked through, and Val Morehouse, State Library automation consultant, made a number of on-site visits to do in-depth training and educating regarding the system and computer use. All libraries are billed through the State Library because of the minimum charge per billed agency. Darrell McNamara, State Library staff, spearheaded the original (June, 1984) training, which he brought to four locations throughout the state. The electronic mail interlibrary loan system has proven to be more efficient than the old teletype system, and the microcomputer which facilitates the process is being used for many other functions as well.

## Governor's Advisory Council on Libraries

The Governor's Advisory Council on Libraries held four quarterly meetings during the year, chaired by Cynthia Schaff, Council president. The purpose of the Council is to advise the State Library on the expenditure

## Governor's Advisory Council on Libraries (cont.)

of federal LSCA funds. The Council has been intimately involved in reviewing grant programs such as Institutional Grants, Title II Construction Grants, and the OCLC Retrospective Conversion Grants, and has been part of the decision-making process for the dissemination of the grant funds.

The Council has also reviewed and advised action on the "Books-by-Mail" program, the School Media Centers Guidelines, rural services and school services provided by the State Library, public relations, and the five-year plan to the federal Department of Education. Their assistance during the year has been very valuable to the State Library.

The North Dakota Library Automation Committee (NDLAC), spearheaded by Val Morehouse of the State Library, was formed in 1984 and met for the second formal meeting in Jamestown on December 5, 1984. Twenty-one libraries were represented along with MINITEX and the Governor's Advisory Council on Libraries. A number of issues were discussed. Bill DeJohn updated the group on the status of the RFP for the database tapes. They are currently being handled by LSSI for their management needs. He has since indicated that the MULS project is being automated with a $200,000 grant from Minnesota State. Reports were shared from the Steering Committee and each sub-committee updated the group on what the activity had been to date. The group gave Val Morehouse the "go ahead" to organize an IBM "Application Transfer Team (ATT) study to look at the state of technology in North Dakota libraries.

Val Morehouse has followed through with organizing the ATT study. On September 4th, the IBM team members met with the two executive sponsors: the Director of Institutions and a representative from the vice-president's office of academic affairs (UND). They discussed the goals and objectives of the study as well as the two executive sponsors' role during the study. On September 5th, the whole automation committee met with the IBM executives, along with the following representatives: Mary Jane Chaussee (Veterans Memorial Public Library, Bismarck), public libraries; Dave Boilard (Harley French Medical Library, UND, Grand Forks), special libraries; Frank Slater (UND Chester Fritz Library, Grand Forks), university libraries; Val Morehouse, State Library; and Jim Rask, UND computer applications. The group defined their goals and objectives, raised issues and questions to be analyzed, and discussed methodology of the study. On September 6th the ATT full team met again to draw up plans for the five-week actual study, which will involve interviewing all levels and types of library-related personnel in Bismarck, Fargo, Grand Forks, and their surrounding areas. A written report is expected by the end of the calendar year.

## Interlibrary Loan Workshop

On November 28, 1984, a statewide interlibrary loan meeting/workshop was held at the State Library. Thirty-four ILL librarians, representing multi-type libraries participated, covering issues such as ILL procedures and protocol. Resulting from the concern for future ILL problems, the group decided to form a committee to rewrite the statewide ILL manual and to update the ILL code. This committee is currently working on these topics.

## OCLC Grants

Library Services and Construction Act (LSCA) grants were made available from the State Library for two related projects: Three $9,000 grants were awarded by the State LIbrary, with advice from the Governor's Advisory Council on Libraries, to Valley City Public, Dickinson Public, and Williston Public libraries to assist them in becoming part of the OCLC network. These three libraries received their M300 OCLC workstations in the spring/summer of 1985 and are beginning to catalog new materials. Later this year they will begin retrospective conversion projects on selected areas of their collections. Grants of $3,000 each were awarded to the following libraries for their retrospective conversion projects: Fargo Public, Minot Public, Grand Forks Public, Jamestown Public (Alfred Dickey), and Mandan Public. Williston, Valley City, and Dickinson will also receive these retro grants.

## Public Library Construction

The State Library received $154,809 in fiscal 1985 from Library Services and Construction Act (LSCA) Title II funds. Awards were made by the State Library and a Governor's Advisory Council on Libraries sub-committee to twenty four libraries for public library construction projects. These projects included: handicapped accessability, new building construction, current library renovation, an addition to a current library, energy conservation, and preparation for automation.

The grants were made through a competitive application process and were on a 1:1 matching basis. The largest projects included a new library building for Garrison city, and the renovation of an old Burlington Northern train depot for the city library in Hazen. Hazen held their grand opening on September 14th, and all who attended were impressed with the results.

There are currently funds in Congress' 1986 budget for public library construction through LSCA Title II funding. We should know by October whether they will actually be available. As soon as we know for certain, we will be mailing appplication packets to each public library and encouraging them to think about a construction project that fits into one of the previously mentioned categories.

The statistical reports following the narrative help to evaluate the library services program of the State Library. They include reports on our interlibrary loan activity, our circulation activity, our purchasing activity of books and materials, and our reference and referral activity.

## IDENTIFICATION OF TRENDS IN DIRECTION FOR THE STATE LIBRARY

The State Library organized a task force in 1984 comprised of both librarians and citizens to give the State Librarian input into the direction of the State Library. Based on their resulting document, the State Library has taken the action of no longer purchasing fiction materials. This will cause the public from the immediate area to use their public library for this service, and allow staff and materials to concentrate on non-fiction and interlibrary loan within the State Library.

## IDENTIFICATION OF TRENDS IN DIRECTION FOR THE STATE LIBRARY (cont.)

The task force also recommended that the State Library provide more consulting assistance in the areas of cataloging, technical processing, reference and interlibrary loan procedures. The State Library has responded by giving workshops and coordinating continuing education programs in these areas to update librarians on the newer methods available.

## FUTURE PLANS AND CONCERNS

The State Library depends on federal Library Services and Construction Act (LSCA) money for its day to day operations. Since these funds comprise almost fifty percent of the operating budget, there is a yearly concern that the federal funding will cease and the library would either be phased out or have to drastically reduce services.

The State Library is currently in an automation planning project, as was described previously. Although the planning process began in 1984, the funding and implementation phases should occur during 1986 and 1987. The project, which will include an online circulation and an online catalog system as a basis, plans to include midsize special, public, and academic libraries one to three years after the larger libraries are successfully online. This long term planning process is being led by the State Library in cooperation with many librarians from other types of libraries.

Another long term plan the State Library has developed is that of microfiching the entire year to date collection of government documents. In fulfilling the charge of the Century Code, the State Library must ensure that these North Dakota produced documents will be available for use in the far future by North Dakota citizens. The planning and preparation took place during 1985, and the actual picture - taking activity will take place in 1986 and 1987.

The State Library is committed to improving library service to those in institutions. It will monitor the progress of de-institutionalization and work with the local libraries in developing special services to those communities with group homes.

Short term plans for the State Library include continued service to and development of the blind and physically handicapped programs for patrons in North Dakota; improving library service to those in rural areas without direct service; providing more quality continuing education programs to librarians across the state; and developing a more efficient interlibrary loan process between participating libraries.

## RESOURCES AVAILABLE FROM THE STATE LIBRARY

The State Library makes available to any North Dakota citizen, free of charge, an in-depth collection of books, magazines and periodicals; state and federal documents; reference materials covering a multitude of subjects; and qualified librarians to respond to all types of reference requests. The library publishes the minutes of the Governor's Advisory Council on Libraries for use by the pbulic, as well as minutes of staff meetings held on a weekly basis. This information is sent to the Director of Institutions office at the end of each year.

The State Library also publishes a monthly newsletter, "The Flickertale," a monthly checklist of state government publications, "Monthly Checklist,", and has published a directory of state associations and organizations in previous years. All of these publications are available to the public.

# NORTH DAKOTA STATE LIBRARY

## Department Status Report

## Biennium 1983 - 1985

| ACCOUNT DESCRIPTION | APPROPRIATED | BIENNIUM EXPENDITURES | BALANCE |
|---|---|---|---|
| Salaries & Wages | $ 872,142 | $ 867,626 | $ 4,516 |
| Operating Expenses | 682,061 | 681,971 | 90 |
| Central Data Processing | 23,440 | 22,099 | 1,341 |
| Equipment | 4,550 | 4,455 | 95 |
| Grants | 1,409,000 | 1,408,866 | 134 |
| TOTAL | $ 2,991,193 | $ 2,985,017 | $ 6,176 |

| REVENUES | | | |
|---|---|---|---|
| General Fund | 1,879,944 | 1,873,746 | 6,198 |
| Federal Funds | 1,111,249 | 1,111,249 | -0- |
| TOTAL | $ 2,991,193 | $ 2,984,995 | $ 6,198 |

# NORTH DAKOTA STATE LIBRARY

## Expenditures 7-1-83 to 6-30-85

| | Fiscal Year 1984 | Fiscal Year 1985 | Biennial Total |
|---|---|---|---|
| SALARIES & WAGES (total) | $ 405,494 | $ 462,131 | $ 867,625 |
| OPERATING EXPENSES | | | |
| Travel . . . . . . . . . . . | 13,841 | 16,823 | 30,664 |
| Advisory Council Expenses . | 6,456 | 4,420 | 10,876 |
| Communications . . . . . . . | 34,131 | 29,384 | 63,515 |
| Blind & Physically Hand. . . | 80,500 | 80,500 | 161,000 |
| Service Contracts . . . . . | 21,992 | 100,817 | 122,809 |
| Printing . . . . . . . . . | 8,350 | 8,165 | 16,515 |
| Books and Materials . . . . | 40,233 | 83,886 | 124,119 |
| Audio Visual . . . . . . . | 29,277 | 20,931 | 50,208 |
| Periodicals & Subscriptions | 11,530 | 15,331 | 26,861 |
| Professional Development. . | 2,260 | 1,905 | 4,165 |
| Other Fees & Services . . . | 19,987 | 5,139 | 25,126 |
| Rents . . . . . . . . . | 13,000 | 7,330 | 20,330 |
| Supplies ................ | 11,000 | 14,783 | 25,783 |
| SUB TOTAL | $ 292,557 | $ 389,414 | $ 681,971 |
| | | | |
| CENTRAL DATA PROCESSING | $ 6,757 | $ 15,341 | $ 22,098 |
| EQUIPMENT . . . . . . . | 1,527 | 2,928 | 4,455 |
| INSTITUTIONAL GRANTS . . | 25,000 | 25,000 | 50,000 |
| PUBLIC LIBRARY GRANTS . | 162,122 | 96,744 | 258,866 |
| STATE AID . . . . . . . | 550,000 | 550,000 | 1,100,000 |
| TOTAL | $ 1,443,457 | $ 1,541,558 | $ 2,985,015 |

## NORTH DAKOTA STATE LIBRARY

### 6200 Business Office

| | Fiscal Year 1984 | Fiscal Year 1985 | TOTAL |
|---|---|---|---|
| Salaries & Wages | $ 63,208 | $ 67,944 | $ 131,152 |
| Travel | 680 | 873 | 1,553 |
| Rents | 2,064 | 2,479 | 4,543 |
| Service Contracts | 1,668 | 210 | 1,878 |
| Professional Development | 187 | 510 | 697 |
| Supplies | 875 | 952 | 1,827 |
| Printing | 374 | 41 | 415 |
| Misc. Fees & Services | 100 | -0- | 100 |
| Equipment | 700 | 560 | 1,260 |
| TOTAL | $ 69,856 | $ 73,569 | $ 143,425 |

Program 6200 is the State Library's business office. It's primary functions include: being the LSCA (Library Services and Construction Act) coordinator; writing the State Plan, the annual report, and handling federal grant monies; writing the State biennial budget; monitoring the budget and assisting public librarians with their local budgets; writing the agency's personnel plans and maintaining payroll and personnel files; compiling and publishing statewide library statistics; administering the general fund state aid grants; and handling related business matters.

## NORTH DAKOTA STATE LIBRARY

### 7100 Library Services

| | Fiscal Year 1984 | Fiscal Year 1985 | TOTAL |
|---|---|---|---|
| Salaries | $ 253,321 | $ 296,282 | $ 549,603 |
| OPERATING | | | |
| Travel | 8,582 | 6,253 | 14,835 |
| Rentals | 11,117 | 4,053 | 15,170 |
| Communications | 34,016 | 29,499 | 63,515 |
| Service Contracts | 17,124 | 89,723 | 106,847 |
| Professional Development | 1,872 | 1,395 | 3,267 |
| Supplies | 10,994 | 13,827 | 24,821 |
| Printing | 4,755 | 7,650 | 12,405 |
| Books | 39,616 | 83,993 | 123,609 |
| Periodicals & Subscriptions | 10,320 | 14,063 | 24,383 |
| Audio Visual | 24,027 | 20,859 | 44,886 |
| Misc. Fees & Services | 19,887 | 5,139 | 25,026 |
| Central Data Processing | 6,037 | 7,568 | 13,605 |
| Equipment | 827 | 2,366 | 3,193 |
| OCLC Grants to Public Libraries | -0- | 66,000 | 66,000 |
| TOTAL | $ 442,495 | $ 648,670 | $ 1,091,165 |

Program 7100 includes our interlibrary loan service, loaning of materials to the public, reference services, acquisition and book processing, and library coordination by the State Librarian of all statewide library services. This program emphasizes services to public schools, especially through loan of film strips and materials to smaller schools who are unable to support their own collections.

# NORTH DAKOTA STATE LIBRARY

## 7200 Government Services

| | Fiscal Year 1984 | Fiscal Year 1985 | Total |
|---|---|---|---|
| Salaries & Wages | $ 69,437 | $ 69,135 | $ 138,572 |
| Travel | 734 | 139 | 873 |
| Service Contract | 3,200 | -0- | 3,200 |
| Professional Development | 200 | -0- | 200 |
| Printing | 3,219 | 470 | 3,689 |
| Audio Visual | 5,250 | 126 | 5,376 |
| Central Data Processing | 720 | 7,651 | 8,371 |
| | $ 82,760 | $ 77,521 | $ 160,281 |

Program 7200 provides specialized materials and reference and research services for state officials and employees. It collects, maintains, and distributes all state agency publications and is a census data center.

## NORTH DAKOTA STATE LIBRARY

### 8200 Advisory Council
### Education and Research

| | Fiscal Year 1984 | Fiscal Year 1985 | Total |
|---|---|---|---|
| Travel | $ 1,977 | $ 7,867 | $ 9,844 |
| ACOL | 6,456 | 4,420 | 10,876 |
| Service Contracts | -0- | 5,153 | 5,153 |
| TOTAL | $ 8,433 | $ 17,440 | $ 25,873 |

Program 8200 includes our Governor's (appointed) Advisory Council on Libraries, which advises the State Librarian on matters of policy and procedure. Further education of public librarians and special workshops for librarians are covered by this program.

### 8300 Blind & Physically Handicapped Library Service

| | Fiscal Year 1984 | Fiscal Year 1985 | Total |
|---|---|---|---|
| Salaries & Wages | $ 13,363 | $ 18,235 | $ 31,598 |
| Contract for Talk Book Serv. | 80,500 | 80,500 | 161,000 |
| Travel | 1,868 | 1,691 | 3,559 |
| TOTAL | $ 95,731 | $ 100,426 | $ 196,157 |

Program 8300 provides library service to persons who are blind and/or physically handicapped. This is done through placing a machine with the patron and loaning tapes and recorded books and materials through the mail as well as filling special requests by volunteers, sending out quarterly newsletters, and making popular magazines available.

### 8400 Institutional Library Service

| | Fiscal Year 1984 | Fiscal Year 1985 | Total |
|---|---|---|---|
| Salaries & Wages | $ 6,163 | $ 6,422 | $ 12,585 |
| Books | 617 | -0- | 617 |
| Periodicals & Subscriptions | 1,210 | 1,268 | 2,478 |
| Grants & Instit. Libraries | 25,000 | 25,000 | 50,000 |
| TOTAL | $ 32,990 | $ 32,690 | $ 65,680 |

Program 8400 provides library service to state institutions for salaries, materials and equipment on a dollar for dollar matching basis. The State Penitentiary library is run as a branch of the State library. This makes available books and materials for students, patients, inmates and teachers and employees of various institutions.

## NORTH DAKOTA STATE LIBRARY

### 8600 State Aid To Public Libraries

| | Fiscal Year 1984 | Fiscal Year 1985 | Total |
|---|---|---|---|
| Grants to Public Libraries | $ 550,000 | $ 550,000 | $ 1,100,000 |

Through Program 8600 grants are made to eligible public libraries in accordance with ND Century Code 54-24.2 to supplement local tax efforts. This helps contribute to the quality of collections and services of various public libraries. A bill for these grants was initiated and ultimately passed through the grass roots efforts of public librarians.

### 8700 Public Library Construction

| | Fiscal Year 1984 | Fiscal Year 1985 | Total |
|---|---|---|---|
| Grants for Public Library Construction | $ 162,122 | $ 30,744 | $ 192,866 |

## STATE LIBRARY COLLECTION

| | Added | | Withdrawn | | Total Collection as of |
|---|---|---|---|---|---|
| | 1984 | 1985 | 1984 | 1985 | 6/30/85 |
| Adult Information Bks. | 3,486 | 5,142 | 170 | 94 | 89,199 |
| Adult Fiction Books | 487 | 508 | -0- | -0- | 10,272 |
| Juvenile Books | 63 | 49 | -0- | -0- | 2,398 |
| Audio Tape Cassettes | 61 | 7 | 7 | 8 | 14,362 |
| Phonotapes | -0- | -0- | -0- | -0- | 8 |
| Video Tape Cassettes | 195 | 19 | 1 | -0- | 474 |
| 8mm Films | 9 | 4 | 3 | 6 | 1,182 |
| Slides | 10 | 5 | -0- | -0- | 36 |
| 16mm Films | -0- | -0- | -0- | -0- | 40 |
| Filmstrips | 560 | 192 | 15 | 8 | 3,156 |
| Microfilm Reels | 47 | 46 | -0- | -0- | 1,941 |
| Microfiche Cards | 33 | 36 | -0- | -0- | 6,578 |
| State Documents | 2,064 | 886 | -0- | -0- | 24,998 |
| Governmental Affairs | -0- | -0- | -0- | -0- | 1,741 |
| Pamphlets & Clippings | 1,163 | 1,116 | -0- | 785 | 19,363 |
| TOTAL | 8,178 | 8,010 | 196 | 901 | 175,748 |

# LOAN OF STATE LIBRARY MATERIALS

Table 1

| | 1985 | 1984 | 1983 | 1982 |
|---|---|---|---|---|
| Adult Books | 49,735 | 53,326 | 45,733 | 39,959 |
| Traveling Library Bks. | 525 | 444 | 225 | 334 |
| Juvenile Books | 4,395 | 4,855 | 4,678 | 3,600 |
| Audio Tape Cassettes | 22,142 | 27,857 | 20,833 | 18,916 |
| Films | 606 | 1,304 | 1,349 | 1,258 |
| Filmstrips | 14,612 | 15,928 | 16,252 | 16,428 |
| Other Audio Visual | 5,797 | 6,184 | 4,426 | 4,196 |
| Other Printed | 13,487 | 14,296 | 13,111 | 11,787 |
| TOTAL | 111,299 | 124,194 | 106,607 | 96,478 |

Table II

| | 1985 | 1984 | 1983 | 1982 |
|---|---|---|---|---|
| Individuals | 55,366 | 64,817 | 53,565 | 49,012 |
| School Libraries | 32,955 | 38,528 | 29,926 | 27,894 |
| Public Libraries | 15,374 | 13,596 | 17,044 | 13,031 |
| Academic/Spec. Lib. | 2,809 | 2,088 | 1,658 | 2,757 |
| State Dept. & Inst. | 4,270 | 4,721 | 4,189 | 3,450 |
| Traveling Libraries | 525 | 444 | 225 | 334 |
| TOTAL | 111,299 | 124,194 | 106,607 | 96,478 |

# ANNUAL REPORT

## FY 84

## CIRCULATION REPORT

MONTHS OF JULY 1, 1983 - JUNE 30, 1984

| | | 1984 | 1983 | 1982 |
|---|---|---|---|---|
| CIRCULATION | | 123,750 | 106,382 | 94,945 |
| BOOKS | | 58,181 | | |
| ADULT | | 53,326 | | |
| JUVENILE | | 4,855 | | |
| NON-BOOK | | 65,569 | | |
| Pamphlets | 6,608 | | | |
| Cassettes | 27,857 | | | |
| Filmstrips | 15,928 | | | |
| Photocopies | 7,688 | | | |
| Films | 1,304 | | | |
| Other | 6,184 | | | |
| AUDIOVISUAL | | 51,273 | | |

| SPECIAL COLLECTIONS | Requests | Books |
|---|---|---|
| TRAVELING LIBRARY | 11 | 444 |

*Not counted in above circulation

| CIRCULATION TO: | Books | Non-Books | Total |
|---|---|---|---|
| Individuals | 37,554 | 27,263 | 64,817 |
| Libraries Col | 536 | 1,552 | 2,088 |
| Libraries Pub | 7,354 | 6,242 | 13,596 |
| Libraries Sch | 10,035 | 28,493 | 38,528 |
| State Dept & Institutions | 2,702 | 2,019 | 4,721 |
| TOTAL | 58,181 | 65,569 | 123,750 |

POSTAGE:

| | |
|---|---|
| HANDICAPPED SERVICES | $ 125.83 |
| LIBRARY------------Total all Divisions | $ 12,989.91 |

# ANNUAL REPORT

## FY 85

## CIRCULATION REPORT

MONTHS OF JULY 1, 1984 - JUNE 30, 1985

| | 1985 | 1984 | 1983 |
|---|---|---|---|
| CIRCULATION | 110,774 | 123,750 | 106,382 |
| BOOKS | 54,130 | | |
| ADULT | 49,735 | | |
| JUVENILE | 4,395 | | |
| NON-BOOK | 56,644 | | |

| | |
|---|---|
| Phamplets | 5,705 |
| Cassettes | 22,142 |
| Filmstrips | 14,612 |
| Photocopies | 7,782 |
| Films | 606 |
| Other | 5,797 |

AUDIOVISUAL . . . . . . . . . . . . . . . . . . 43,167

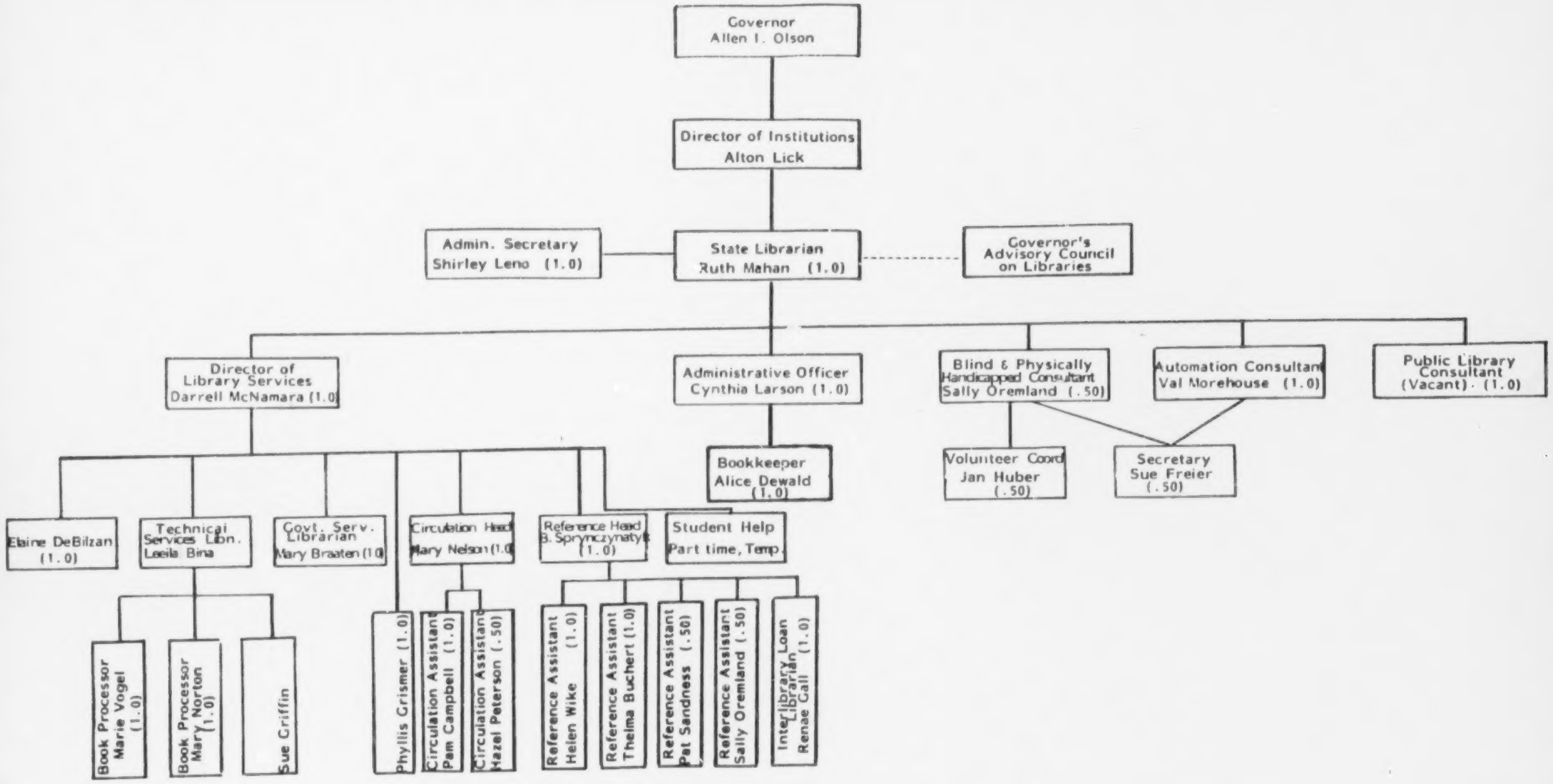
| SPECIAL COLLECTIONS | Requests | Books |
|---|---|---|
| TRAVELING LIBRARY | 13 | 525 |

*Not counted in above circulation

| CIRCULATION TO: | Books | Non-Books | Total |
|---|---|---|---|
| Individuals | 35,215 | 20,151 | 55,366 |
| Libraries Col | 785 | 2,024 | 2,809 |
| Libraries Pub | 7,998 | 7,376 | 15,374 |
| Libraries Sch | 7,430 | 25,525 | 32,955 |
| State Dept & Institutions | 2,702 | 1,568 | 4,270 |
| TOTAL | 54,130 | 56,644 | 110,774 |

POSTAGE:

| | |
|---|---|
| HANDICAPPED SERVICES | $ 189.07 |
| LIBRARY---------Total all Divisions | $14,459.86 |


Governor
Allen I. Olson
Director of Institutions
Alton Lick
Admin. Secretary
Shirley Leno (1.0)
State Librarian
Ruth Mahan (1.0)
Governor's Advisory Council on Libraries
Director of Library Services
Darrell McNamara (1.0)
Administrative Officer
Cynthia Larson (1.0)
Blind & Physically Handicapped Consultant
Sally Oremland (.50)
Automation Consultant
Val Morehouse (1.0)
Public Library Consultant
(Vacant). (1.0)
Bookkeeper
Alice Dewald
(1.0)
Volunteer Coord
Jan Huber
(.50)
Secretary
Sue Freier
(.50)
Elaine DeBilzan
(1.0)
Technical Services Libn.
Leila Bina
Govt. Serv. Librarian
Mary Braaten (1.0)
Circulation Head
Mary Nelson (1.0)
Reference Head
B. Sprynczynatyk
(1.0)
Student Help
Part time, Temp.
Book Processor
Marie Vogel
(1.0)
Book Processor
Mary Norton
(1.0)
Sue Griffin
Phyllis Grismer (1.0)
Circulation Assistant
Pam Campbell (1.0)
Circulation Assistant
Hazel Peterson (.50)
Reference Assistant
Helen Wike (1.0)
Reference Assistant
Thelma Buchert (1.0)
Reference Assistant
Pat Sandness (.50)
Reference Assistant
Sally Oremland (.50)
Interlibrary Loan Librarian
Renae Gall (1.0)

# LIBRARY CODE KEY

| | |
|---|---|
| BSL | North Dakota State Library |
| BJC | Bismarck Junior College Library |
| BMC | Mary College Library |
| BSF | NDSU - Bottineau Branch Library (School of Forestry) |
| DLC | Lake Region Junior College Library (Devils Lake) |
| DSC | Dickinson State College Library |
| NDS | North Dakota State University |
| UND | University of North Dakota |
| UNM | UND Medical Library |
| JC | Jamestown College Library |
| MYS | Mayville State College Library |
| MIS | Minot State College Library |
| VCS | Valley City State College Library |
| WSS | State School of Science (Wahpeton) |
| WU | UND - Williston Center |
| BP | Veterans Memorial Public Library |
| GCB | Carnegie Bookmobile Library (Grafton) |
| GP | Grand Forks Public Library |
| MP | Minot Public Library |
| WCL | Ward County Library (Minot) |
| MCMR | McLean-Mercer Regional Library (Riverdale) |
| WJM | Williston Community Library (Was James Memorial Library) |
| DLP | Devils Lake Public Library |
| DP | Dickinson Public Library |
| JP | Jamestown Public Library |
| MDP | Mandan Public Library |
| VCP | Valley City Public Library |
| WFPL | West Fargo Public Library |

Edgeley - South Central Area Library
Jamestown - Stutsman County Library
Mandan - Morton County Library
Wahpeton - Leach Public Library
Bowman - Clara Lincoln Phelan Memorial Library
Carrington - Carrington City Library
Cooperstown - Griggs County Library
Crosby - Divide County Library
Fort Yates - Sioux County Library

## LIBRARY CODE KEY (2)

Harvey - Harvey Public Library
Hettinger - Adams County Library
Lisbon - Lisbon Public Library
Mayville - Mayville Public Library
Oakes - Oakes School & Public Library
Rugby - Heart of America Library
Steele - Kidder County Library
Watford City - McKenzie County Library
Watford City - Arne "Bob" Sanford Library
Ashley - Ashley Public Library
Beach - Golden Valley County Library
Cando - Cando Public Library
Casselton - Casselton Public Library
Cavalier - Cavalier Public Library
Ellendale - Ellendale Public Library
Enderlin - Enderlin Municipal Library
Glen Ullin - Glen Ullin Public Library
Hankinson - Hankinson Public Library
Hebron - Hebron Public Library
LaMoure - LaMoure School & Public Library
Larimore - Edna Ralston Public Library
Linton - Harry L. Petrie Public Library
Mohall - Mohall Public Library
Mott - Mott Public Library
New Rockford - New Rockford Public Library
New Town - New Town Public Library
Northwood - Northwood City Library
Park River - Park River Public Library
Parshall - Parshall Public Library
Rolla - Rolla Public Library
Stanley - Linson Memorial Library
Tioga - Tioga Community Library
Underwood - Underwood Public Library
Velva - Velva School & Public Library
Walhalla - Walhalla Public Library
Wishek - Wishek Public Library
Carson - Carson Homemakers Library
Drake - Drake Public Library

# LIBRARY CODE KEY (3)

Edgeley - Edgeley Public Library
Elgin - Elgin Public Library
Finley - Finley Public Library
Flasher - Flasher Public Library
Forman - Forman Public Library
Gackle - Gackle Public Library
Goodrich - Goodrich Public Library
Hope - Hope City Library
Killdeer - Killdeer Public Library
Lakota - Lakota City Library
Leeds - Leeds Public Library
Leonard - Watts Free Library
Lidgerwood - Lidgerwood City Library
Milnor - Clara Satre Memorial Library
Minnewaukan - Minnewaukan Public Library
New England - New England Public Library
Pembina - Pembina Public Library
Rolette - Rolette Public Library
Scranton - Scranton Public Library
Sheyenne - Sheyenne Public Library
Towner - Towner Public Library
Turtle Lake - Turtle Lake Public Library

DATE: JULY 83 - JUNE 84

## NORTH DAKOTA STATE LIBRARY REQUEST REPORT

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY | | | | | REQUEST NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
| | | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | | |
| **BOOKS:** | | | | | | | | |
| Minitex | 637 | 178 | 382 | | 44 | 604 | 33 | 2462 |
| BSL | 1980 | 4 | 1373 | 546 | 21 | 1944 | 36 | 10,031 |
| BJC | 55 | 21 | 8 | 19 | | 48 | 7 | 157 |
| BMC | 124 | 72 | 5 | 32 | 5 | 114 | 10 | 353 |
| BSF | 55 | 12 | 31 | 4 | | 47 | 8 | 35 |
| DLC | 11 | 4 | 6 | 1 | | 11 | 0 | 5 |
| DSC | 148 | 50 | 19 | 71 | | 140 | 8 | 320 |
| NDS | 153 | 128 | 13 | | 1 | 142 | 11 | 201 |
| UND | 163 | 116 | 9 | | 1 | 126 | 37 | 1,019 |
| UNM | 24 | 19 | 3 | | | 22 | 2 | 86 |
| JC | 101 | 30 | 32 | 12 | 2 | 76 | 25 | 213 |
| MYS | 62 | 27 | 15 | 14 | | 56 | 6 | 127 |
| MIS | 140 | 37 | 20 | 60 | 3 | 120 | 20 | 247 |
| VCS | 228 | 68 | 85 | 28 | 5 | 186 | 42 | 357 |
| WSS | 106 | 61 | 13 | 16 | | 90 | 16 | 610 |
| WU | 1 | | 1 | | | 1 | | 5 |
| Out of State | 460 | 290 | 1 | | 1 | 292 | 168 | 212 |
| ACAD. TOTAL FOR BOOKS | 4,448 | 1,117 | 2,016 | 803 | 83 | 4,019 | 429 | 16,440 |
| **MATERIALS:** | | | | | | | | |
| Minitex | 308 | 21 | 200 | | 81 | 302 | 6 | 1,349 |
| BSL | 1,329 | 1 | 1,078 | 214 | 31 | 1,324 | 5 | 4,040 |
| BJC | 60 | 28 | 3 | 22 | | 53 | 7 | 109 |
| BMC | 241 | 64 | 1 | 150 | 3 | 218 | 23 | 135 |
| BSF | 42 | | 20 | 20 | | 40 | 2 | 1 |
| DLC | | | | | | | | 6 |
| DSC | 174 | 23 | 13 | 131 | | 167 | 7 | 118 |
| NDS | 12 | 10 | 2 | | | 12 | | 319 |
| UND | 17 | 15 | 2 | | | 17 | | 330 |
| UNM | 1 | 1 | | | | 1 | | 107 |
| JC | 84 | 13 | 2 | 65 | 1 | 81 | 3 | 87 |
| MYS | 23 | 6 | 6 | 9 | | 21 | 2 | 6 |
| MIS | 263 | 74 | 11 | 160 | 13 | 258 | 5 | 114 |
| VCS | 76 | 16 | 9 | 51 | | 76 | | 44 |
| WSS | 22 | 2 | 3 | 16 | | 21 | 1 | 167 |
| WU | 19 | 13 | 5 | 1 | | 19 | | |
| Out of State | 33 | 19 | | | 1 | 20 | 13 | 178 |
| ACAD. TOTAL FOR MATERIALS | 2,704<br>7,152 | 306<br>1,423 | 1,355<br>3,371 | 839<br>1,642 | 130<br>213 | 2,630<br>6,649 | 74<br>503 | 7,110<br>23,550 |

| (2) NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY JULY 83-JUNE 84 | | | | | REQUESTS NOT FILLED | REQUESTS FILLED LIBRARY |
|---|---|---|---|---|---|---|---|---|
| | | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | | |
| BOOKS: | | | | | | | | |
| BP | 764 | 220 | 160 | 291 | 8 | 679 | 85 | 826 |
| FP | 626 | 206 | 136 | 159 | 9 | 510 | 116 | 139 |
| GCB | 1,000 | 384 | 312 | 39 | 8 | 743 | 257 | |
| GP | 493 | 134 | 177 | 86 | 7 | 404 | 89 | 371 |
| MP | 1,089 | 305 | 277 | 255 | 3 | 840 | 249 | 205 |
| WCL | 133 | 62 | 36 | | | 98 | 35 | |
| MCMR | 871 | 282 | 302 | 7 | 4 | 595 | 276 | |
| WJM | 1,102 | 336 | 312 | 97 | 16 | 761 | 341 | 57 |
| CLASS I TOTAL BOOKS | 6,078 | 1,929 | 1,712 | 934 | 55 | 4,630 | 1,448 | 1,598 |
| MATERIALS | | | | | | | | |
| BP | 112 | 7 | | 90 | | 97 | 15 | 72 |
| FP | 107 | 35 | 3 | 51 | 3 | 92 | 15 | 37 |
| GCB | 179 | 95 | 21 | 17 | | 133 | 46 | |
| GP | 25 | 5 | 1 | 3 | 1 | 10 | 15 | 23 |
| MP | 234 | 109 | 6 | 70 | 2 | 187 | 47 | 10 |
| WCL | 11 | 9 | | | | 9 | 2 | |
| MCMR | 74 | 42 | 15 | 4 | 4 | 65 | 9 | |
| WJM | 76 | 63 | 3 | 3 | | 69 | 7 | 4 |
| CLASS I TOTAL MATERIALS | 818 | 365 | 49 | 238 | 10 | 662 | 156 | 146 |
| BOOKS | | | | | | | | |
| Bottineau Co. Lib. | 82 | 50 | 22 | 1 | | 73 | 9 | |
| DLP | 475 | 196 | 158 | 51 | 3 | 408 | 67 | 30 |
| DP | 363 | 167 | 121 | 21 | 1 | 310 | 53 | 24 |
| S.Central Area Lib. | 146 | 72 | 34 | | 3 | 109 | 37 | |
| JP | 705 | 267 | 218 | 69 | 6 | 560 | 145 | 180 |
| Stutsman Co | 2 | | 2 | | | 2 | | |
| MDP | 696 | 232 | 222 | 64 | 7 | 525 | 171 | 216 |
| Morton Co | 8 | 2 | 5 | | | 7 | 1 | |
| VCP/Barnes | 668 | 233 | 242 | 48 | 11 | 534 | 134 | 31 |
| Leach Pub | 191 | 113 | 34 | 4 | | 151 | 40 | |
| WFPL | 81 | 43 | 16 | | 1 | 60 | 21 | |
| Class II Total | 3,417 | 1,375 | 1,074 | 258 | 32 | 2,739 | 678 | 481 |
| Grand Total | 10,313 | 3,669 | 2,835 | 1,430 | 97 | 8,031 | 2,282 | 2,225 |

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
| MATERIALS: | | | | | | | | |
| BOTTINEAU COUNTY LIB | 4 | 3 | | | | 3 | 1 | |
| DLP | 40 | 26 | 4 | | | 30 | 10 | 6 |
| DP | 72 | 48 | 8 | 3 | 1 | 60 | 12 | |
| S CENTRAL AREA LIB | 14 | 13 | | | | 13 | 1 | |
| JP | 150 | 112 | 9 | 1 | 2 | 124 | 26 | 10 |
| STUTSMAN CO | | | | | | | | |
| MDP | 117 | 77 | 5 | | | 82 | 35 | 4 |
| MORTON CO | 1 | 1 | | | | 1 | | |
| VCP/BARNES | 115 | 72 | 4 | | | 76 | 39 | |
| LEACH PUB | 41 | 28 | 5 | 1 | | 34 | 7 | |
| WFPL | 3 | 3 | | | | 3 | | |
| CLASS II TOTAL FOR MATERIALS | 557 | 383 | 35 | 5 | 3 | 426 | 131 | 20 |
| BOOKS: | | | | | | | | |
| BOWMAN | 67 | 38 | 21 | 2 | 1 | 62 | 5 | |
| CARRINGTON | 43 | 28 | 9 | | | 37 | 6 | |
| GRIGGS CO | 163 | 84 | 38 | 6 | 2 | 130 | 33 | |
| DIVIDE CO | 199 | 98 | 47 | 3 | | 148 | 51 | |
| SIOUX CO | | | | | | | | |
| HARVEY | 116 | 60 | 30 | 1 | 1 | 92 | 24 | |
| ADAMS CO | 74 | 35 | 25 | | 1 | 61 | 13 | |
| LISBON | 157 | 74 | 49 | | 2 | 125 | 32 | |
| MAYVILLE | 19 | 9 | 7 | | | 16 | 3 | |
| OAKES | 58 | 46 | 4 | 1 | 1 | 52 | 6 | |
| H OF AMER. | 172 | 84 | 41 | 8 | 2 | 135 | 37 | |
| KIDDER CO | 320 | 162 | 89 | 13 | 2 | 266 | 54 | |
| MCKENZIE CO | | | | | | | | |
| WATFORD CITY | 71 | 55 | 8 | 1 | 1 | 65 | 6 | |
| CLASS III TOTAL FOR BOOKS | 1,459 | 773 | 368 | 35 | 13 | 1,189 | 270 | |
| | 2,016 | 1,156 | 403 | 40 | 16 | 1,615 | 401 | 18 |

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY | | | | | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
| | | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | | |
| MATERIALS: | | | | | | | | |
| BOWMAN | 13 | 2 | | | | 2 | 11 | |
| CARRINGTON | 8 | 8 | | | | 8 | | |
| GRIGGS CO | 54 | 37 | 2 | 3 | 2 | 44 | 10 | |
| DIVIDE CO | 40 | 34 | 1 | | | 35 | 5 | |
| SIOUX CO | | | | | | | | |
| HARVEY | 32 | 26 | 3 | 2 | 1 | 32 | | |
| ADAMS CO | 14 | 11 | 3 | | | 14 | | |
| LISBON | 57 | 51 | 2 | | | 53 | 4 | |
| MAYVILLE | 5 | 3 | | | | 3 | 2 | |
| OAKES | 18 | 13 | 2 | | | 15 | 3 | |
| H OF AMER. | 46 | 34 | 3 | 2 | | 39 | 7 | |
| KIDDER CO. | 21 | 17 | | 1 | | 18 | 3 | |
| MCKENZIE CO | | | | | | | | |
| WATFORD CITY | 25 | 17 | | | | 17 | 8 | |
| CLASS III TOTAL FOR MATERIALS | 333 | 253 | 16 | 8 | 3 | 280 | 53 | |
| ASHLEY | 3 | 3 | | | | 3 | | |
| BEACH | 50 | 40 | 4 | | | 44 | 6 | |
| CANDO | | | | | | | | |
| CASSELTON | 22 | 11 | 9 | 1 | | 21 | 1 | |
| CAVALIER | 5 | 3 | 1 | | | 4 | 1 | |
| ELLENDALE | 105 | 64 | 25 | 1 | | 90 | 15 | |
| ENDERLIN | 174 | 119 | 21 | 4 | 3 | 147 | 27 | |
| GLEN ULLIN | 3 | 1 | 2 | | | 3 | | |
| HANKINSON | 65 | 37 | 15 | | 1 | 53 | 12 | |
| HEBRON | 1 | | | | | | 1 | |
| LAMOURE | 106 | 72 | 12 | 1 | 1 | 86 | 20 | |
| LARIMORE | | | | | | | | |
| LINTON | 34 | 24 | 7 | 1 | | 32 | 2 | |
| MOHALL | 11 | 9 | | | | 9 | 2 | |
| MOTT | 80 | 50 | 16 | 2 | | 68 | 12 | |
| NEW ROCKFORD | 37 | 24 | 8 | 1 | | 33 | 4 | |
| CLASS IV SUB TOTAL FOR BOOKS | 696 | 457 | 120 | 11 | 5 | 593 | 103 | |
| | 1,029 | 710 | 136 | 19 | 8 | 873 | 156 | |

JULY 83 - JUNE 84

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
| SUB TOTAL CONT CLASS IV BOOKS: | | | | | | | | |
| NEW TOWN | 24 | 16 | 4 | 3 | | 23 | 1 | |
| NORTHWOOD | 2 | 2 | | | | 2 | | |
| PARK RIVER | 11 | 6 | 3 | | | 9 | 2 | |
| PARSHALL | 2 | 2 | | | | 2 | | |
| ROLLA | 73 | 37 | 21 | | 1 | 59 | 14 | |
| STANLEY | 19 | 15 | 2 | | | 17 | 2 | |
| TIOGA | | | | | | | | |
| UNDERWOOD | 20 | 9 | 7 | | | 16 | 4 | |
| VELVA | 35 | 24 | 6 | | | 30 | 5 | |
| WALHALLA | | | | | | | | |
| WISHEK | | | | | | | | |
| CLASS IV TOTAL FOR BOOKS | 186 | 111 | 43 | 3 | 1 | 158 | 28 | |
| MATERIALS: | | | | | | | | |
| ASHLEY | 8 | 1 | 7 | | | 8 | | |
| BEACH | 6 | 5 | | | | 5 | 1 | |
| CANDO | | | | | | | | |
| CASSELTON | 5 | 3 | 1 | | | 4 | 1 | |
| CAVALIER | | | | | | | | |
| ELLENDALE | 8 | 6 | 1 | | | 7 | 1 | |
| ENDERLIN | 21 | 13 | 6 | | | 19 | 2 | |
| GLEN ULLIN | | | | | | | | |
| HANKINSON | 8 | 2 | 6 | | | 8 | | |
| HEBRON | | | | | | | | |
| LAMOURE | 34 | 24 | 2 | | | 26 | 8 | |
| LARIMORE | 8 | 8 | | | | 8 | | |
| LINTON | 12 | 8 | | | | 8 | 4 | |
| MOHALL | 3 | 2 | | | | 2 | 1 | |
| MOTT | 8 | 4 | 3 | 1 | | 8 | | |
| NEW ROCKFORD | 8 | 8 | | | | 8 | | |
| CLASS IV SUB TOTAL FOR MATERIAL | 129 | 84 | 26 | 1 | | 111 | 18 | |
| | 315 | 195 | 69 | 4 | 1 | 269 | 46 | |

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY | | | | | REQUESTS NOT FILLED | REQUESTS FILLED B LIBRARY |
|---|---|---|---|---|---|---|---|---|
| | | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | | |
| SUB TOTAL CONT CLASS IV MATERIALS: | | | | | | | | |
| NEW TOWN | 8 | 6 | | 1 | | 7 | 1 | |
| NORTHWOOD | | | | | | | | |
| PARK RIVER | 2 | 1 | | | | 1 | 1 | |
| PARSHALL | | | | | | | | |
| ROLLA | 15 | 13 | | | | 13 | 2 | |
| STANLEY | 9 | 5 | 2 | | | 7 | 2 | |
| TIOGA | | | | | | | | |
| UNDERWOOD | 2 | 2 | | | | 2 | | |
| VELVA | 22 | 21 | | | | 21 | 1 | |
| WALHALLA | | | | | | | | |
| WISHEK | 2 | 2 | | | | 2 | | |
| CLASS IV TOTAL FOR MATERIALS | 60 | 50 | 2 | 1 | | 53 | 7 | |
| BOOKS: | | | | | | | | |
| CARSON | 2 | | | | | | 2 | |
| DRAKE | | | | | | | | |
| EDGELEY | 4 | 3 | | 1 | | 4 | | |
| ELGIN | | | | | | | | |
| FINLEY | | | | | | | | |
| FLASHER | 5 | 4 | | 1 | | 5 | | |
| FORMAN | | | | | | | | |
| GACKLE | 10 | 8 | | | | 8 | 2 | |
| GOODRICH | 1 | 1 | | | | 1 | | |
| HOPE | 7 | 6 | | | | 6 | 1 | |
| KILLDEER | 6 | 1 | 5 | | | 6 | | |
| LAKOTA | 2 | 2 | | | | 2 | | |
| LEEDS | | | | | | | | |
| LEONARD | | | | | | | | |
| LIDGERWOOD | 14 | 9 | 2 | | 1 | 12 | 2 | |
| MILNOR | 141 | 77 | 28 | 1 | | 106 | 35 | |
| CLASS V SUB TOTAL FOR BOOKS | 192 | 111 | 35 | 3 | 1 | 150 | 42 | |
| | 252 | 161 | 37 | 4 | 1 | 203 | 49 | |

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | REQUESTS NOT FILLED | REQUESTS FILLED B LIBRARY |
|---|---|---|---|---|---|---|---|---|
| SUB TOTAL | | | | | | | | |
| CONT CLASS V BOOKS: | | | | | | | | |
| MINNEWAUKAN | 11 | 10 | 1 | | | 11 | | |
| NEW ENGLAND | 35 | 23 | 7 | | 1 | 31 | 4 | |
| PEMBINA | | | | | | | | |
| ROLETTE | | | | | | | | |
| SCRANTON | | | | | | | | |
| SHEYENNE | | | | | | | | |
| TOWNER | 1 | 1 | | | | 1 | | |
| TURTLE LAKE | | | | | | | | |
| CLASS V TOTAL FOR B | 47 | 34 | 8 | | 1 | 43 | 4 | |
| MATERIALS: | | | | | | | | |
| CARSON | 2 | 2 | | | | 2 | | |
| DRAKE | | | | | | | | |
| EDGELEY | | | | | | | | |
| ELGIN | | | | | | | | |
| FINLEY | | | | | | | | |
| FLASHER | 5 | 5 | | | | 5 | | |
| FORMAN | | | | | | | | |
| GACKLE | 2 | 2 | | | | 2 | | |
| GOODRICH | | | | | | | | |
| HOPE | 4 | 4 | | | | 4 | | |
| KILLDEER | | | | | | | | |
| LAKOTA | 2 | 2 | | | | 2 | | |
| LEEDS | | | | | | | | |
| LEONARD | | | | | | | | |
| LIDGERWOOD | | | | | | | | |
| MILNOR | 52 | 38 | 10 | | | 48 | 4 | |
| MINNEWAUKAN | 8 | 8 | | | | 8 | | |
| NEW ENGLAND | 16 | 16 | | | | 16 | | |
| PEMBINA | | | | | | | | |
| ROLETTE | | | | | | | | |
| SCRANTON | | | | | | | | |
| SHEYENNE | | | | | | | | |
| TOWNER | | | | | | | | |
| TURTLE LAKE | | | | | | | | |
| CLASS V | 91<br>138 | 77<br>111 | 10<br>18 | | 1 | 87<br>130 | 4<br>8 | |

JULY 83 - 84

| BOOKS & MATERIALS FOR ONDPL | REQUESTS RECEIVED FROM | REQUESTS FILLED BY | | | | | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
| | | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | | |
| TURTLE MT. CC | 3 | | 2 | 1 | | 3 | | |
| TBC | 160 | 30 | 30 | 72 | 1 | 133 | 27 | |
| ST. LUKES | 89 | 8 | 23 | 41 | 3 | 75 | 14 | |
| FT. YATES CC | 48 | 22 | 14 | 3 | | 39 | 9 | |
| G. FORKS AFB | 153 | 44 | 51 | 33 | 2 | 130 | 23 | |
| DAK. HOSP. | 2 | 1 | | 1 | | 2 | | |
| UNITES HOSP. | 1 | | | 1 | | 1 | | |
| JAMESTOWN NPW | 5 | 1 | | 4 | | 5 | | |
| JAMESTOWN HOSP. | 30 | 10 | 10 | 5 | 1 | 26 | 4 | |
| ND STATE HOSP. | 29 | 5 | 17 | 5 | | 27 | 2 | |
| MINOT AFB | 145 | 40 | 39 | 22 | | 101 | 44 | |
| TOTAL | | | | | | | | |
| ONDPL | 266 | 127 | 52 | 43 | 2 | 224 | 42 | |
| AC | 2 | 1 | | 1 | | 2 | | |
| TOTAL | 933 | 289 | 238 | 232 | 9 | 768 | 165 | |
| BOOKS FOR HIGH SCHOOL | 4,156 | 3,716 | 141 | 29 | 4 | 3,890 | 266 | |
| MATERIALS FOR HIGH SCHOOL | 2,395 | 1,944 | 113 | 15 | 4 | 2,076 | 319 | |
| BOOKS FOR ELEM. SCHOOLS | 380 | 298 | 45 | | | 343 | 37 | |
| MATERIALS FOR ELEM. SCHOOLS | 543 | 463 | | | | 463 | 80 | |
| PUBLIC SCHOOL TOTAL | 7,474 | 6,421 | 299 | 44 | 8 | 6,772 | 702 | |

| BOOKS & MATERIALS FOR ONDPL | REQUESTS RECEIVED FROM | REQUESTS FILLED BY STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
| TURTLE MT. CC | 3 | 1 | | 1 | | 2 | 1 | |
| TBC | 43 | 3 | 30 | 8 | | 41 | 2 | |
| ST. LUKES HOSP. | 152 | 9 | 28 | 106 | | 143 | 9 | |
| DAK. HOSP. | 2 | | 1 | 1 | | 2 | | |
| FT. YATES CC | 24 | 12 | 4 | 2 | | 18 | 6 | |
| G. FORKS AFB | 13 | | 3 | 10 | | 13 | | |
| UNITED HOSP. | 2 | | 1 | 1 | | 2 | | |
| JAMESTOWN NPW | 26 | 12 | 4 | 10 | | 26 | | |
| JAMESTOWN HOSP. | 19 | 15 | | 4 | | 19 | | |
| ND STATE HOSP. | 26 | 22 | | 1 | | 23 | 3 | |
| TOTAL | | | | | | | | |
| MINOT AFB | 66 | 26 | 16 | 21 | | 63 | 3 | |
| ONDPL | 147 | 75 | 21 | 36 | 1 | 133 | 14 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| TOTAL | 523 | 175 | 108 | 201 | 1 | 485 | 38 | |
| BOOKS FOR HIGH SCHOOL | | | | | | | | |
| MATERIALS FOR HIGH SCHOOL | | | | | | | | |
| BOOKS FOR ELEM. SCHOOLS | | | | | | | | |
| MATERIALS FOR ELEM. SCHOOLS | | | | | | | | |
| PUBLIC SCHOOL TOTAL | | | | | | | | |

|  | REQUESTS RECEIVED FROM | REQUESTS FILLED BY |  |  |  |  | REQUESTS NOT FILLED | REQUEST FILLED LIBRARY |
|---|---|---|---|---|---|---|---|---|
|  |  | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL |  |  |
| PAGE 1 TOTAL | 7,152 | 1,423 | 3,371 | 1,642 | 213 | 6,649 | 503 | 23,550 |
| PAGE 2 TOTAL | 10,313 | 3,669 | 2,835 | 1,430 | 97 | 8,031 | 2,282 | 2,225 |
| PAGE 3 TOTAL | 2,016 | 1,156 | 403 | 40 | 16 | 1,615 | 401 | 20 |
| PAGE 4 TOTAL | 1,029 | 710 | 136 | 19 | 8 | 873 | 156 |  |
| PAGE 5 TOTAL | 315 | 195 | [illegible] | 4 | 1 | 269 | 46 |  |
| PAGE 6 TOTAL | 252 | 161 | 37 | 4 | 1 | 203 | 49 |  |
| PAGE 7 TOTAL | 138 | 111 | 18 |  | 1 | 130 | 8 |  |
| PAGE 8 TOTAL | 8,930 | 6,885 | 645 | 477 | 18 | 8,025 | 905 |  |
| REPORT TOTAL | 30,145 | 14,310 | 7,514 | 3,616 | 355 | 25,795 | 4,350 | 25,795 |

NORTH DAKOTA STATE LIBRARY REQUESTS FOR INTERLIBRARY LOAN (SEE ABOVE)

|  | BOOKS | MATERIALS | TOTAL |
|---|---|---|---|
| INTERLIBRARY LOAN | 22,058 | 7,287 | 28,487 |
| MAIL | 4,233 | 896 | 9,729 |
| TELEPHONE | 5,303 | 171 | 5,474 |
| WALK-IN | 22,882 |  | 22,882 |
| GRAND TOTAL | 54,476 | 9,210 | 63,686 |

DA.: July 84 - June 85

## NORTH DAKOTA STATE LIBRARY REQUEST REPORT

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | REQUEST NOT FILLED | REQUE FILLE LIBRA |
|---|---|---|---|---|---|---|---|---|
| BOOKS: MINITEX | 656 | 141 | 401 | 1 | 85 | 628 | 28 | 2460 |
| BSL | 1521 |  | 742 | 395 | 65 | 1393 | 128 | 9364 |
| BJC | 75 | 30 | 15 | 23 | 1 | 69 | 6 | 114 |
| BMC | 72 | 53 | 4 | 9 | 1 | 67 | 5 | 293 |
| BSF | 33 | 7 | 17 |  | 1 | 25 | 8 | 23 |
| DLC | 72 | 23 | 23 | 8 | 1 | 55 | 17 | — |
| DSC | 83 | 48 | 10 | 24 | 0 | 82 | 1 | 295 |
| NDS | 118 | 89 | 6 | 17 | 0 | 112 | 6 | 199 |
| UND | 202 | 174 | 7 | 12 | 0 | 193 | 9 | 762 |
| UNM | 15 | 13 | 2 | 0 | 0 | 15 | 0 | 137 |
| JC | 43 | 31 | 6 | 1 | 0 | 38 | 5 | 103 |
| MYS | 92 | 51 | 8 | 29 | 0 | 88 | 4 | 313 |
| MIS | 120 | 41 | 20 | 45 | 1 | 107 | 13 | 232 |
| VCS | 167 | 37 | 67 | 45 | 2 | 151 | 16 | 162 |
| WSS | 109 | 97 | 0 | 11 | 1 | 109 | 0 | 546 |
| WU | 7 | 0 | 6 | 0 | 0 | 6 | 1 | 2 |
| OUT OF STATE | 158 | 114 | 1 | 0 | 1 | 116 | 42 | 438 |
| ACAD. TOTAL FOR BOOKS | 3,519 | 962 | 1,514 | 620 | 158 | 3254 | 289 | 15,443 |
| MATERIALS: MINITEX | 387 | 27 | 202 |  | 152 | 381 | 6 | 1272 |
| BSL | 487 |  | 268 | 134 | 48 | 450 | 37 | 5043 |
| BJC | 54 | 21 | 15 | 14 | 0 | 50 | 4 | 104 |
| BMC | 133 | 34 | 16 | 73 | 2 | 125 | 8 | 107 |
| BSF | 59 |  | 41 | 15 | 2 | 58 | 1 | 7 |
| DLC | 96 | 9 | 68 | 14 | 2 | 93 | 3 | — |
| DSC | 125 | 24 | 6 | 83 | — | 113 | 12 | 138 |
| NDS | 9 | 6 |  | 1 |  | 7 | 2 | 165 |
| UND | 18 | 16 | — | — | — | 16 | 2 | 244 |
| UNM | 3 | — | 1 | — | — | 1 | 2 | 66 |
| JC | 52 | 3 | 4 | 39 | 2 | 48 | 4 | 34 |
| MYS | 40 | 13 | 7 | 19 | — | 39 | 1 | 77 |
| MIS | 531 | 87 | 40 | 336 | 36 | 499 | 32 | 57 |
| VCS | 44 | 10 | 5 | 19 | 9 | 43 | 1 | 23 |
| WSS | 19 | 11 |  | 6 |  | 17 | 2 | 200 |
| WU | 25 | 21 | - | 4 |  | 25 | — | — |
| OUT OF STATE | 22 | 18 | 1 |  |  | 19 | 3 | 392 |
| ACAD. TOTAL FOR MATERIALS | 2104<br>5647 | 262<br>1263 | 675<br>2190 | 757<br>1377 | 250<br>408 | 1874<br>4805 | 120<br>328 | 7940<br>23,383 |

JULY 84 - JUNE 85

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | REQUESTS NOT FILLED | REQUESTS FILLED B LIBRARY |
|---|---|---|---|---|---|---|---|---|
| BOOKS: | | | | | | | | |
| BP | 363 | 163 | 35 | 147 | 3 | 348 | 15 | 808 |
| FP | 397 | 134 | 40 | 154 | 7 | 335 | 62 | 250 |
| GCB | 961 | 321 | 337 | 114 | 17 | 789 | 172 | |
| GP | 391 | 151 | 70 | 114 | 12 | 347 | 44 | 324 |
| MP | 722 | 281 | 91 | 246 | 6 | 624 | 98 | 245 |
| WCL | 120 | 52 | 33 | 11 | 1 | 97 | 23 | |
| MCMR | 699 | 290 | 220 | 36 | 3 | 549 | 150 | |
| WJM | 1525 | 457 | 451 | 193 | 21 | 1122 | 403 | 46 |
| CLASS I TOTAL FOR BOOKS | 5,178 | 1,849 | 1,277 | 1,015 | 70 | 4,211 | 967 | 1,673 |
| MATERIALS: | | | | | | | | |
| BP | 83 | 23 | | 46 | | 69 | 14 | 69 |
| FP | 184 | 146 | | 14 | | 160 | 24 | 22 |
| GCB | 165 | 103 | 22 | 9 | 5 | 139 | 26 | |
| GP | 23 | 15 | 1 | 2 | | 18 | 5 | 29 |
| MP | 169 | 117 | 4 | 18 | 1 | 140 | 29 | 15 |
| WCL | 31 | 24 | | 3 | | 27 | 4 | |
| MCMR | 88 | 60 | 14 | 1 | | 75 | 13 | |
| WJM | 58 | 41 | 5 | 8 | | 54 | 4 | 5 |
| CLASS I TOTAL FOR MATERIALS | 801 | 529 | 46 | 101 | 6 | 682 | 119 | 140 |
| BOOKS: | | | | | | | | |
| BOTTINEAU COUNTY LIB | 54 | 42 | 7 | | | 49 | 5 | |
| DLP | 329 | 166 | 85 | 33 | 7 | 291 | 38 | 30 |
| DP | 229 | 102 | 68 | 5 | 5 | 180 | 49 | 25 |
| S CENTRAL AREA LIB | 108 | 48 | 28 | | 3 | 79 | 29 | |
| JP | 707 | 254 | 208 | 96 | 8 | 566 | 141 | 135 |
| STUTSMAN CO | 3 | 2 | | | | 2 | 1 | |
| MDP | 651 | 255 | 221 | 76 | 5 | 557 | 94 | 217 |
| MORTON CO | 13 | 8 | | 2 | | 10 | 3 | |
| VCP/BARNES | 636 | 241 | 210 | 41 | 15 | 507 | 129 | 15 |
| LEACH PUB | 194 | 103 | 50 | 10 | 3 | 166 | 28 | |
| WFPL | 75 | 39 | 20 | 5 | | 64 | 11 | |
| CLASS II | 2,999 -8,978 | 1260-3638 | 897-2220 | 268-1384 | 46-122 | 2421<br>7364 | 528-1614 | 422-2235 |

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | REQUESTS NOT FILLED | REQUESTS FILLED B LIBRARY |
|---|---|---|---|---|---|---|---|---|
| **MATERIALS:** | | | | | | | | |
| BOTTINEAU COUNTY LIB | 6 | 5 | 0 | 0 | 0 | 5 | 1 | 0 |
| DLP | 37 | 21 | 2 | 0 | 0 | 23 | 14 | 1 |
| DP | 50 | 35 | 5 | 5 | 2 | 47 | 3 | 6 |
| S CENTRAL AREA LIB | 29 | 4 | 24 | 0 | 0 | 28 | 1 | 0 |
| JP | 62 | 50 | 4 | 0 | 0 | 54 | 8 | 4 |
| STUTSMAN CO | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| MDP | 152 | 118 | 3 | 6 | 0 | 127 | 25 | 14 |
| MORTON CO | 15 | 15 | 0 | 0 | 0 | 15 | 0 | 0 |
| VCP/BARNES | 49 | 29 | 4 | 0 | 0 | 33 | 16 | 0 |
| LEACH PUB | 25 | 17 | 1 | 0 | 0 | 18 | 7 | 0 |
| WFPL | 7 | 5 | 0 | 0 | 0 | 5 | 2 | 0 |
| CLASS II TOTAL FOR MATERIALS | 432 | 299 | 43 | 11 | 2 | 355 | 77 | 25 |
| BOOKS: | | | | | | | | |
| BOWMAN | 44 | 22 | 12 | 2 | 0 | 36 | 8 | 0 |
| CARRINGTON | 37 | 19 | 4 | 2 | 1 | 26 | 11 | 0 |
| GRIGGS CO | 134 | 59 | 36 | 5 | 4 | 104 | 30 | 0 |
| DIVIDE CO | 202 | 113 | 35 | 13 | 3 | 164 | 38 | 0 |
| SIOUX CO | | | | | | | | 0 |
| HARVEY | 190 | 106 | 36 | 7 | 2 | 151 | 39 | 0 |
| ADAMS CO | 107 | 59 | 19 | 5 | 0 | 83 | 24 | 0 |
| LISBON | 90 | 42 | 26 | 4 | 0 | 72 | 18 | 0 |
| MAYVILLE | 22 | 17 | 1 | | 0 | 18 | 4 | 0 |
| OAKES | 67 | 61 | 2 | 1 | 1 | 65 | 2 | 0 |
| H OF AMER. | 268 | 141 | 46 | 13 | 2 | 202 | 66 | 0 |
| KIDDER CO | 230 | 139 | 54 | 10 | 1 | 204 | 26 | 0 |
| MCKENZIE CO | | | | | | | | 0 |
| WATFORD CITY | 86 | 71 | 11 | | 1 | 83 | 3 | 0 |
| CLASS III TOTAL FOR BOOKS | 1477 | 849 | 282 | 62 | 15 | 1208 | 269 | 25 |
| | 1909 | 1148 | 325 | 73 | 17 | 1563 | 346 | 25 |

JULY 84 - JUNE 85

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY | | | | | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
| | | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | | |
| **MATERIALS:** | | | | | | | | |
| BOWMAN | 11 | 10 | | 1 | | 11 | | |
| CARRINGTON | 7 | 3 | 3 | | | 6 | 1 | |
| GRIGGS CO | 31 | 29 | 1 | | | 30 | 1 | |
| DIVIDE CO | 19 | 16 | 1 | | | 17 | 2 | |
| SIOUX CO | | | | | | | | |
| HARVEY | 32 | 29 | 1 | | | 30 | 2 | |
| ADAMS CO | 10 | 7 | 1 | | | 8 | 2 | |
| LISBON | 25 | 25 | | | | 25 | | |
| MAYVILLE | 8 | 6 | | 2 | | 8 | | |
| OAKES | 5 | 3 | | | | 3 | 2 | |
| H OF AMER. | 81 | 32 | 34 | 4 | | 70 | 11 | |
| KIDDER CO. | 38 | 34 | 3 | | | 37 | 1 | |
| MCKENZIE CO | | | | | | | | |
| WATFORD CITY | 17 | 16 | | | | 16 | 1 | |
| CLASS III TOTAL FOR MATERIALS | 284 | 210 | 44 | 7 | | 261 | 23 | |
| ASHLEY | | | | | | | | |
| BEACH | 43 | 34 | 5 | | | 39 | 4 | |
| CANDO | | | | | | | | |
| CASSELTON | 25 | 15 | 6 | | | 21 | 4 | |
| CAVALIER | 3 | 3 | | | | 3 | | |
| ELLENDALE | 42 | 21 | 12 | | | 33 | 9 | |
| ENDERLIN | 115 | 84 | 10 | 3 | 1 | 98 | 17 | |
| GLEN ULLIN | | | | | | | | |
| HANKINSON | 93 | 52 | 16 | 3 | | 71 | 22 | |
| HEBRON | | | | | | | | |
| LAMOURE | 58 | 33 | 14 | | | 47 | 11 | |
| LARIMORE | 1 | | | | | | 1 | |
| LINTON | 33 | 19 | 10 | | | 29 | 4 | |
| MOHALL | 13 | 12 | | | | 12 | 1 | |
| MOTT | 55 | 34 | 14 | | | 48 | 7 | |
| NEW ROCKFORD | 50 | 45 | | | | 45 | 5 | |
| CLASS IV SUB TOTAL FOR BOOKS | 531 | 352 | 87 | 6 | 1 | 446 | 85 | |
| | 815 | 562 | 131 | 13 | 1 | 707 | 108 | |

JULY 84 - JUNE 85

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY |  |  |  |  | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
|  |  | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL |  |  |
| SUB TOTAL<br>CONT CLASS<br>IV BOOKS: |  |  |  |  |  |  |  |  |
| NEW TOWN | 12 | 8 | 2 | 1 |  | 11 | 1 |  |
| NORTHWOOD |  |  |  |  |  |  |  |  |
| PARK RIVER | 15 | 13 | 1 |  |  | 14 | 1 |  |
| PARSHALL |  |  |  |  |  |  |  |  |
| ROLLA | 81 | 48 | 20 | 2 |  | 70 | 11 |  |
| STANLEY | 30 | 16 | 12 |  |  | 28 | 2 |  |
| TIOGA |  |  |  |  |  |  |  |  |
| UNDERWOOD | 43 | 33 | 3 |  | 2 | 38 | 5 |  |
| VELVA | 46 | 27 | 12 |  |  | 39 | 7 |  |
| WALHALLA |  |  |  |  |  |  |  |  |
| WISHEK | 11 | 7 | 1 |  |  | 8 | 3 |  |
| CLASS IV TOTAL FOR BOOKS | 238 | 152 | 51 | 3 | 2 | 208 | 30 |  |
| MATERIALS: |  |  |  |  |  |  |  |  |
| ASHLEY |  |  |  |  |  |  |  |  |
| BEACH | 9 | 6 |  |  |  | 6 | 3 |  |
| CANDO |  |  |  |  |  |  |  |  |
| CASSELTON | 3 | 3 |  |  |  | 3 |  |  |
| CAVALIER |  |  |  |  |  |  |  |  |
| ELLENDALE | 10 | 8 |  |  |  | 8 | 2 |  |
| ENDERLIN | 21 | 15 | 4 |  |  | 19 | 2 |  |
| GLEN ULLIN |  |  |  |  |  |  |  |  |
| HANKINSON | 51 | 41 | 9 |  |  | 50 | 1 |  |
| HEBRON | 1 |  |  |  |  |  | 1 |  |
| LAMOURE | 42 | 32 |  |  |  | 32 | 10 |  |
| LARIMORE |  |  |  |  |  |  |  |  |
| LINTON | 14 | 13 |  |  |  | 13 | 1 |  |
| MOHALL | 2 |  | 2 |  |  | 2 |  |  |
| MOTT | 14 | 2 | 12 |  |  | 14 |  |  |
| NEW ROCKFORD | 23 | 15 | 1 |  |  | 16 | 7 |  |
| CLASS IV SUB TOTAL FOR MATERIAL | 190 | 135 | 28 |  |  | 163 | 27 |  |
|  | 428 | 287 | 79 | 3 | 2 | 371 | 57 |  |

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY | | | | | REQUESTS NOT FILLED | REQUESTS FILLED B LIBRARY |
|---|---|---|---|---|---|---|---|---|
| | | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | | |
| SUB TOTAL | | | | | | | | |
| CONT CLASS IV MATERIALS: | | | | | | | | |
| NEW TOWN | 4 | 1 | 2 | | | 3 | 1 | |
| NORTHWOOD | | | | | | | | |
| PARK RIVER | 2 | 2 | | | | 2 | | |
| PARSHALL | | | | | | | | |
| ROLLA | 17 | 11 | 4 | | | 15 | 2 | |
| STANLEY | 2 | 2 | | | | 2 | | |
| TIOGA | | | | | | | | |
| UNDERWOOD | | | | | | | | |
| VELVA | 21 | 18 | 2 | | | 20 | 1 | |
| WALHALLA | | | | | | | | |
| WISHEK | 2 | | 2 | | | 2 | | |
| CLASS IV TOTAL FOR MATERIALS | 48 | 34 | 10 | | | 44 | 4 | |
| BOOKS: | | | | | | | | |
| CARSON | 5 | 5 | | | | 5 | | |
| DRAKE | | | | | | | | |
| EDGELEY | 11 | 8 | 1 | 1 | | 10 | 1 | |
| ELGIN | | | | | | | | |
| FINLEY | | | | | | | | |
| FLASHER | 3 | 2 | 1 | | | 3 | | |
| FORMAN | | | | | | | | |
| GACKLE | | | | | | | | |
| GOODRICH | | | | | | | | |
| HOPE | 17 | 9 | 2 | 1 | | 12 | 5 | |
| KILLDEER | 10 | 4 | 5 | | | 9 | 1 | |
| LAKOTA | | | | | | | | |
| LEEDS | | | | | | | | |
| LEONARD | | | | | | | | |
| LIDGERWOOD | 20 | 13 | 2 | | 1 | 16 | 4 | |
| MILNOR | 221 | 120 | 57 | 7 | | 184 | 37 | |
| CLASS V SUB TOTAL FOR BOOKS | 287 | 161 | 68 | 9 | 1 | 239 | 48 | |
| | 335 | 195 | 78 | 9 | 1 | 283 | 52 | |

JULY 84 - JUNE 85

| NAME OF LIBRARY | REQUESTS RECEIVED FROM | REQUESTS FILLED BY | | | | | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
| | | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | | |
| SUB TOTAL | | | | | | | | |
| CONT CLASS V BOOKS: | | | | | | | | |
| MINNEWAUKAN | 14 | 8 | 4 | | | 12 | 2 | |
| NEW ENGLAND | 13 | 11 | 2 | | | 13 | | |
| PEMBINA | | | | | | | | |
| ROLETTE | 1 | | | | | | 1 | |
| SCRANTON | 2 | 2 | | | | 2 | | |
| SHEYENNE | | | | | | | | |
| TOWNER | | | | | | | | |
| TURTLE LAKE | 4 | 2 | 2 | | | 4 | | |
| CLASS V TOTAL FOR B | 34 | 23 | 8 | | | 31 | 3 | |
| MATERIALS: | | | | | | | | |
| CARSON | 2 | 2 | | | | 2 | | |
| DRAKE | | | | | | | | |
| EDGELEY | 13 | 8 | 5 | | | 13 | | |
| ELGIN | | | | | | | | |
| FINLEY | | | | | | | | |
| FLASHER | 16 | 16 | | | | 16 | | |
| FORMAN | | | | | | | | |
| GACKLE | 4 | 4 | | | | 4 | | |
| GOODRICH | | | | | | | | |
| HOPE | | | | | | | | |
| KILLDEER | 1 | | 1 | | | 1 | | |
| LAKOTA | 1 | 1 | | | | 1 | | |
| LEEDS | | | | | | | | |
| LEONARD | | | | | | | | |
| LIDGERWOOD | 2 | 2 | | | | 2 | | |
| MILNOR | 61 | 23 | 24 | | 2 | 49 | 12 | |
| MINNEWAUKAN | 1 | | 1 | | | 1 | | |
| NEW ENGLAND | 3 | 3 | | | | 3 | | |
| PEMBINA | | | | | | | | |
| ROLETTE | | | | | | | | |
| SCRANTON | | | | | | | | |
| SHEYENNE | | | | | | | | |
| TOWNER | | | | | | | | |
| TURTLE LAKE | 1 | 1 | | | | 1 | | |
| CLASS V | 105 | 60 | 31 | | 2 | 93 | 12 | |
| TOTAL FOR MATERIALS | 139 | 83 | 39 | | 2 | 124 | 15 | |

| BOOKS & MATERIALS FOR ONDPL | REQUESTS RECEIVED FROM | REQUESTS FILLED BY | | | | | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
| | | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL | | |
| TBC | 75 | 11 | 27 | 29 | 1 | 68 | 7 | |
| ST. LUKE'S | 79 | 8 | 16 | 37 | 7 | 68 | 11 | |
| FT. YATES CC | 20 | 13 | 6 | | | 19 | 1 | |
| GF AFB | 66 | 15 | 18 | 12 | 1 | 46 | 20 | |
| ND STATE HOSP. | 53 | 18 | 20 | 7 | 1 | 46 | 7 | |
| NPW | 8 | 1 | 2 | 1 | | 4 | 4 | |
| JH | 38 | 8 | 23 | 4 | | 35 | 3 | |
| MINOT AFB | 94 | 37 | 17 | 21 | | 75 | 19 | |
| ONDPL | 490 | 244 | 91 | 101 | 8 | 444 | 46 | |
| STATE GOV'T. | 1037 | 92 | 652 | 217 | 76 | 1037 | | |
| TOTAL (8 MON.) | 1962 | 449 | 872 | 429 | 94 | 1844 | 118 | |
| MATERIALS: | | | | | | | | |
| TBC | 88 | 15 | 51 | 16 | 6 | 88 | | |
| ST. LUKE'S | 101 | | 12 | 75 | 8 | 95 | 6 | |
| FT. YATES CC | 16 | 5 | 11 | | | 16 | | |
| JH | 16 | 14 | 2 | | | 16 | | |
| ND S.H. | 52 | 33 | 9 | 6 | 2 | 50 | 2 | |
| NPW | 6 | | 4 | 2 | | 6 | | |
| MINOT AFB | 100 | 49 | 15 | 16 | 9 | 85 | 15 | |
| ONDPL | 434 | 241 | 69 | 89 | 16 | 415 | 19 | |
| STATE GOV'T. | 252 | 20 | 61 | 167 | 4 | 252 | | |
| TOTAL | 1083 | 380 | 240 | 371 | 41 | 1032 | 51 | |
| BOOKS FOR HIGH SCHOOL | 3275 | 2818 | 214 | 36 | 11 | 3079 | 196 | |
| MATERIALS FOR HIGH SCHOOL | 2048 | 1570 | 277 | 19 | 25 | 1891 | 157 | |
| BOOKS FOR ELEM. SCHOOLS | 1084 | 939 | 74 | 14 | | 1027 | 57 | |
| MATERIALS FOR ELEM. SCHOOLS | 1211 | 1102 | 9 | 5 | | 1116 | 95 | |
| PUBLIC SCHOOL TOTAL | 7618 | 6429 | 653 | 98 | 36 | 7113 | 505 | |
| | 10,663 | 7258 | 1686 | 874 | 171 | 9989 | 674 | |

|  | REQUESTS RECEIVED FROM | REQUESTS FILLED BY |  |  |  |  | REQUESTS NOT FILLED | REQUESTS FILLED BY LIBRARY |
|---|---|---|---|---|---|---|---|---|
|  |  | STATE LIBRARY | WITHIN STATE | MINITEX | OTHER | TOTAL |  |  |
| PAGE 1 TOTAL | 5,647 | 1,263 | 2,190 | 1,409 | 376 | 5,238 | 409 | 23,383 |
| PAGE 2 TOTAL | 8,979 | 3,639 | 2,220 | 1,384 | 122 | 7,365 | 1,614 | 2,239 |
| PAGE 3 TOTAL | 1,914 | 1,152 | 324 | 73 | 17 | 1,566 | 348 | 35 |
| PAGE 4 TOTAL | 815 | 571 | 122 | 13 | 1 | 707 | 108 |  |
| PAGE 5 TOTAL | 437 | 294 | 81 | 3 | 2 | 380 | 57 |  |
| PAGE 6 TOTAL | 340 | 196 | 82 | 9 | 1 | 288 | 52 |  |
| PAGE 7 TOTAL | 139 | 83 | 39 |  | 2 | 124 | 15 |  |
| PAGE 8 TOTAL | 10,663 | 7,258 | 1,686 | 874 | 171 | 9,989 | 674 |  |
| REPORT TOTAL | 28,934 | 14,456 | 6,744 | 3,765 | 692 | 25,657 | 3,277 | 25,657 |

NORTH DAKOTA STATE LIBRARY REQUESTS FOR INTERLIBRARY LOAN (SEE ABOVE)

|  | BOOKS | MATERIALS | TOTAL |
|---|---|---|---|
| INTERLIBRARY LOAN | 20,602 | 8,332 | 28,934 |
| MAIL | 4,416 | 2,248 | 6,664 |
| TELEPHONE | 6,761 | 202 | 6,963 |
| WALK-IN | 19,025 | 22 | 19,047 |
| GRAND TOTAL | 50,804 | 10,804 | 61,608 |

# STATE OF NORTH DAKOTA

## RADIO COMMUNICATIONS DEPARTMENT

BIENNIAL
REPORT

TO
THE
GOVERNOR
OF
NORTH DAKOTA

For the Period Covering

**July 1, 1983 — June 30, 1985**

On behalf of the dedicated staff of State Radio, I submit this biennial report.

The conscientious dedication to gain a more professional knowledge of public safety communications is in evidence the past two years with the fine work they have accomplished, and in addition, the spirited cooperation in the Department's successful effort to reduce costs to operate State Radio without effecting emergency services. The entire staff is aware of the serious economic condition the state is facing.

The following report is my Biennial Report for the period of July 1, 1983 thru June 30, 1985. I would like to thank the staff for their assistance and cooperation during this biennial period.

Respectfully,

Lyle V. Gallagher

Lyle V. Gallagher
Director

State of North Dakota

**STATE RADIO COMMUNICATIONS**

AREA CODE 701-224-2121
BOX 5511
BISMARCK, NORTH DAKOTA 58502-5511

GEORGE A. SINNER
*Governor*

*Director of Institutions*

LYLE V. GALLAGHER
*Director of Communications*

NORTH DAKOTA RADIO COMMUNICATIONS DEPARTMENT
BOX 5511
BISMARCK, NORTH DAKOTA 58502-5511

Mr. Clarence Bina
Director of Institutions
State Capitol
Bismarck, North Dakota 58505

Mr. Bina:

I herewith submit to you the biennial report of the North Dakota State Radio Communications Department from the period beginning July 1, 1983 thru June 30, 1985.

Respectfully submitted,

Lyle V. Gallagher

Lyle V. Gallagher
Director

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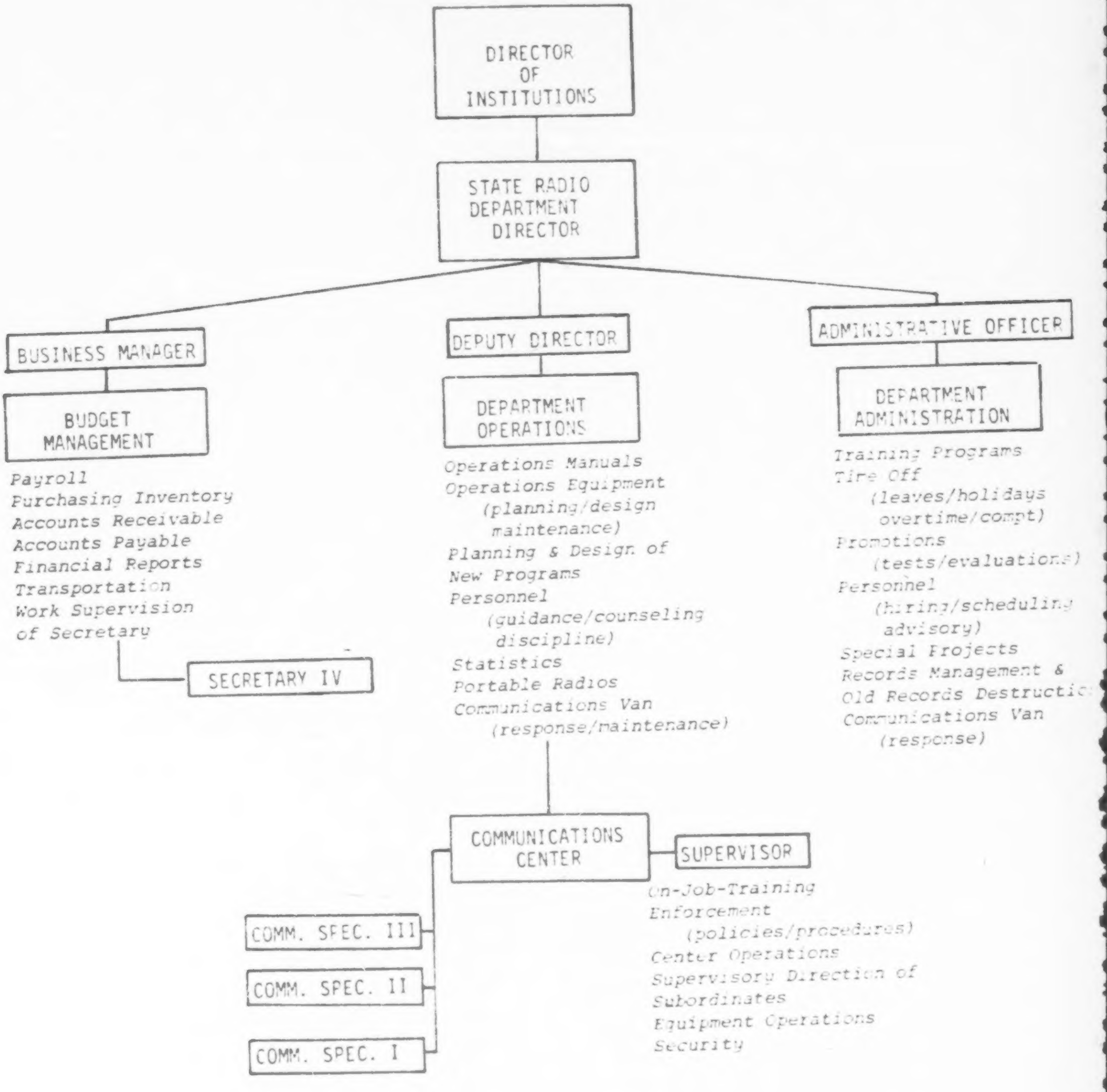
# STATE RADIO COMMUNICATIONS DEPARTMENT
## ADMINISTRATIVE STRUCTURE


DIRECTOR OF INSTITUTIONS
STATE RADIO DEPARTMENT DIRECTOR
BUSINESS MANAGER
DEPUTY DIRECTOR
ADMINISTRATIVE OFFICER
BUDGET MANAGEMENT
Payroll
Purchasing Inventory
Accounts Receivable
Accounts Payable
Financial Reports
Transportation
Work Supervision of Secretary
SECRETARY IV
DEPARTMENT OPERATIONS
Operations Manuals
Operations Equipment (planning/design maintenance)
Planning & Design of New Programs
Personnel (guidance/counseling discipline)
Statistics
Portable Radios
Communications Van (response/maintenance)
DEPARTMENT ADMINISTRATION
Training Programs
Time Off (leaves/holidays overtime/compt)
Promotions (tests/evaluatio
Personnel (hiring/scheduling advisory)
Special Projects
Records Management & Old Records Destructic
Communications Van (response)
COMMUNICATIONS CENTER
SUPERVISOR
On-Job-Training
Enforcement (policies/procedures)
Center Operations
Supervisory Direction of Subordinates
Equipment Operations
Security
COMM. SPEC. III
COMM. SPEC. II
COMM. SPEC. I

## INSTITUTIONAL DESCRIPTION:

STATE RADIO is North Dakota's communications nerve center. The Department dispatches Federal, State, and Local emergency resources through 105 radio stations and a computerized law enforcement teletype system. Information is transmitted rapidly to aid law enforcement, emergency medical, and disaster emergency services on a 24 hour basis.

Every citizen in North Dakota can access State Radio's services anytime of the day or night by dialing 1-800-472-2121.

The Department is responsible for warning the state's residents in the event of floods, tornadoes, blizzards, or threats of nuclear or air attack.

STATE RADIO COMMUNICATIONS employees are dedicated to providing a smooth, efficiently operated communications system which operates 24 hours a day in the interest of Public Safety for all North Dakota citizens.

The Department utilizes modern telecommunications services to provide a communications system to various law enforcement and emergency service agencies. It endeavors to assist with communications during natural disasters, civil unrest and other emergencies. A continuing effort is made to increase the efficiency and effectiveness of both State Radio personnel and all users of its communications systems.

## STATUTORY RESPONSIBILITIES:

Under 54-23A and 54-23.1 the State Radio Communications Departments statutory responsibilities are extremely heavy. The Department is responsible for the statewide coordination, direction, control, development, and implementation of modern systems of communications as well as the operation and maintenance of such systems.

54-23.1-04 - Develop a broad law enforcement communications system utilizing teletypewriter service to every Sheriff's Office, Highway Patrol Headquarters and District Offices, State Crime Bureau, State Radio System, and other agencies related to crime control and criminal apprehension.

54-23.1-02 - Responsible for the coordination, direction, control, operation, maintenance, development, and implementation of modern systems of communications.

Establish and operate an emergency assistance system so stranded North Dakota motorists and other persons facing emergencies can obtain assistance without delay.

Improve present emergency and disaster communications facilities by interconnecting the system.

54-23.2-02 - State Radio Broadcasting System. The Director may purchase the necessary apparatus and equipment to construct or establish a radio broadcasting system for the State of North Dakota, which system shall be used solely for the transmission of state business and information. The Director is further authorized and empowered to purchase shortwave radio receiving and transmitting sets in such quantities as may be economical and to equip with shortwave radio receiving and transmitting sets, all state-owned cars used in connection with law enforcement, such road maintainers as he shall determine advisable, the state penitentiary, and such other places as may furnish the speedy transmission of messages and state information. The Director is charged with the operation and maintenance of said system.

54-23.2-04 - Broadcasting Dispatches / Reports Required. It shall be the duty of the Director to broadcast all police dispatches and reports submitted, which in his opinion shall have a reasonable relation to or connection with the apprehension of criminals, the prevention of crimes, or the maintenance of peace and order in the state, including disaster emergency services. The Director shall also broadcast any other statement or report upon the request of any constitutional officer, or the head of any state business. Every Sheriff, Deputy Sheriff, Police Officer, or other person securing a shortwave length radio receiving and transmitting set under the provisions hereof, shall make a report to the Director at such times and containing such information as the Director shall by regulation require.

PROBLEMS:

1. Because State Radio is located in a National Guard Building, it is very difficult to make future plans or changes and improvements necessary to provide North Dakota with an adequate statewide emergency communications center.

2. North Dakota's serious economic condition will force the Department to use radio equipment for a much longer period. By 1987, all radio equipment will be over ten years old. If our long range plan for the orderly replacement of equipment is not followed, all of our equipment will need replacement at the same time. This would be an astronomical burden on the states general fund.

   State Radio's attempts to plan for the future are not new ideas or concepts, but previous realizations. In past bienniums, we have addressed these same inadequacies and problems.

   Our Communications Center is still technically modern and sophisticated in regards to equipment, but lacks in the necessary space for that equipment and in particular, its personnel to function.

## IDENTIFICATION OF TRENDS:

A definite trend has been developing for State Radio to be a total Public Safety Communications Center for North Dakota.

More and more counties, cities, and towns are relying on State Radio's technical assistance in developing systems, coordinating frequencies, training personnel, and providing emergency services.

Law Enforcement continues to be a major area of responsibility. State Radio is in the process of assisting the Attorney General's Office in the development of a statewide Criminal Justice Information System.

If State Radio continues to be involved in the management and delivery of criminal records information, it may be necessary to change our organizational structure and/or develop a separate computer and records division within the department.

## NEW PROGRAMS IN 1983-1985 BIENNIUM:

In 1984, N.Dak. State Radio, N.Dak. Game & Fish, and the N.Dak. Wildlife Federation initiated the (RAP) Report All Poachers program in North Dakota. This is a program where the caller can report a game violation and possibly receive a reward for the information while remaining anonymous.

The program utilizes the Statewide Toll Free Emergency Assistance System of 1-800-472-2121. After the report is received, State Radio relays the information on the violation to the proper state or federal wildlife officer and forwards a copy of the report to the Game & Fish Department.

While taking the report, the Communications Specialist must advise the calling party of the place and telephone number to call also the time to wait prior to calling in regards to claiming the reward offered. This again puts an additional burden on our personnel.

State Radio and the State Fire Marshal's Office started a new program in 1985 that is for the reporting of arson suspects. This is a program where a citizen can call in and report a suspected arsonist in conjunction with a fire, either recent or past. The information is then passed along to the State Fire Marshal for his agency to investigate.

Whenever a new program is implemented that requires 24 hour emergency services, State Radio is usually called upon to do the job.

New statewide programs:

1) REDDI - Report All Drunk Drivers Immediately.
2) RAID - Report All Intoxicated Drivers.
3) RAP - Report All Poachers.
4) RAAS - Report All Arson Suspects.
5) Statewide Hazardous Materials Program,
6) Wild Fire Index or Rural Fire Contingency Plan

A new state wide communications service for fire trucks was also implemented by State Radio. There are now 210 fire trucks on the State Radio Communications System.

## FREQUENCY COORDINATION AND SPECTRUM MANAGEMENT REPORT:

Frequency coordination is one of the most important responsibilities of my office. We must work very hard to manage North Dakota's Public Safety spectrum.

Because of the shortage of available frequencies, frequency assignment must be the result of careful consideration of many different factors. We must handle all assignments of new frequencies or requests to change existing frequencies such as increasing authorized power input, changing authorized height of antenna, moving the base station or adding a base station within the existing area of operation. The coordinator must initiate a field study of the area of application within a radius of 75 miles of the station applicants location which serves to indicate the probable interference to existing licensee's within 30MHz of the requested frequency. This study must be in the form of an engineering report which must also certify that all licensee's within the area have been contacted in these regards.

The coordinator should have knowledge of the local geography or terrain. City A might only be 25 to 30 miles from City B but there might be a mountain between them and they might be able to use the same frequency without any interference at all. On the other hand, cities a hundred miles apart for instance may not be able to operate co-channel because of low terrain or a transmission path set up by atmospherics or obstacles which can only be know to a local man or through experience.

A coordinator should have some engineering background in R.F. power, antennas, and other factors involved in the makeup of a radio system.

The coordinator must be impartial. His decisions must be made on the basis of the facts presented to him and he should not allow himself to be persuaded in his recommendation by his friendship or acquaintance with individuals. One of the surest ways to draw criticism to an organization is to have bias shown in the recommendation of a frequency.

He must maintain the information he receives to requests to himself until such time as it is made available to all concerned. For example, many small cities are assisted in their requests for frequencies by members of commercial organizations. It must be assumed if A has assisted an applicant in the preparation of his request that A has spent a considerable amount of time and effort in suggesting a system to the applicant. If the coordinator were to be friendly with B, who is in the same business as A, and as soon as he gets the request were to call B and tell him that the applicant is in the market for a system, it could hardly be called ethical. The further disclosure of such practices would eventually work to the detriment of the coordinator and the organization which he represents.

Some kind of an adequate budget must be placed at the command of the coordinator. While the costs are not excessive, there is the matter of postage fees, office supplies, and telephone costs. It should not be assumed that these costs will be borne by the coordinator's employers. In many instances the only contact the applicant may have with the coordinator is by mail. Rapid replies to inquiries made on good letterhead paper and neatly type written indicates to the applicant that he is doing business with a progressive and professional organization.

In summation, the coordinator must have some administrative ability because he, more than any other one individual, is in contact with more governmental officials than any other member of the coordinating body.

Many hours of hard work is involved in the frequency coordination process, but we must continue to manage this vital resource to assure that not only our system but all other public safety systems are free from congestion and interference problems.

From July 1, 1983 to June 30, 1985, the Department processed 177 frequency coordination applications in the public safety radio service. We are very proud of our work in this area for the public safety agencies that serve the citizens of North Dakota.

TOTAL FREQUENCY COORDINATION APPROVALS FOR 1983-1985 - 177

| | |
|---|---|
| POLICE | 24 |
| LOCAL GOVERNMENT | 50 |
| SPECIAL EMERGENCY | 35 |
| FIRE | 4 |
| OTHER | 4 |
| CROSS CONCURRENCES | 60 |
| | 177 |

## EVALUATION OF MAJOR GOALS & OBJECTIVES FOR THE 1983-1985 BIENNIUM:

### RADIO:

1. Upgrade of radio system to statewide paging ability.
    - A. System design and feasibility study.
    - B. Equipment purchase.
    - C. Coordination of equipment installation.
    - D. Test of systems operation.
    - E. Implementation of statewide paging system.

2. Research statewide micro wave radio system.
    - A. Development of documentation for system feasibility.
    - B. Complete cost/benefit ratio analysis on annual basis.

3. Design new patch panel concept (mini-computer) that will interface our consoles and radio circuits.

    NOTE - This project will coordinate with goal number four (4).

4. Feasibility study for replacement of all radio communications equipment involved in our statewide system.
    - A. Determine life expectancy of equipment.
    - B. Development of plan for replacement.

5. Implementation of standardized radio on State Radio System.
    - A. Develop specifications.
    - B. Incorporation in specifications manual.
    - C. Purchase test module/evaluate and determine feasibility.

6. Purchase of additional portable radios and development of rental program to cover costs of maintenance, etc.
    - A. Purchase of portables.
    - B. Determine feasibility of rental program.

## 1983-1985 BIENNIAL WORKLOAD:

### RADIO:

Total Radio Transmissions - 2,367,463
Average Radio Transmission Per Day - 3,243

Total Radio Log Entries - 741,699
Average Radio Logs Per Day - 1,016

Total Motor Vehicle Registration Requests -- 73,408
Average Motor vehicle Registration Requests Per Day - 101

Total Drivers License Status Requests - 47,972
Average Drivers License Status Requests Per Day - 66

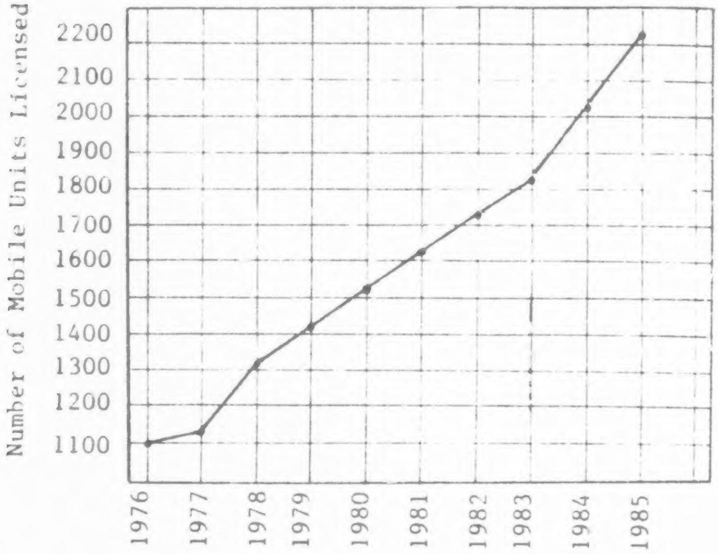
### TELEPHONE:

Total Telephone Calls - 316,356
Average Telephone Calls Per Day - 433

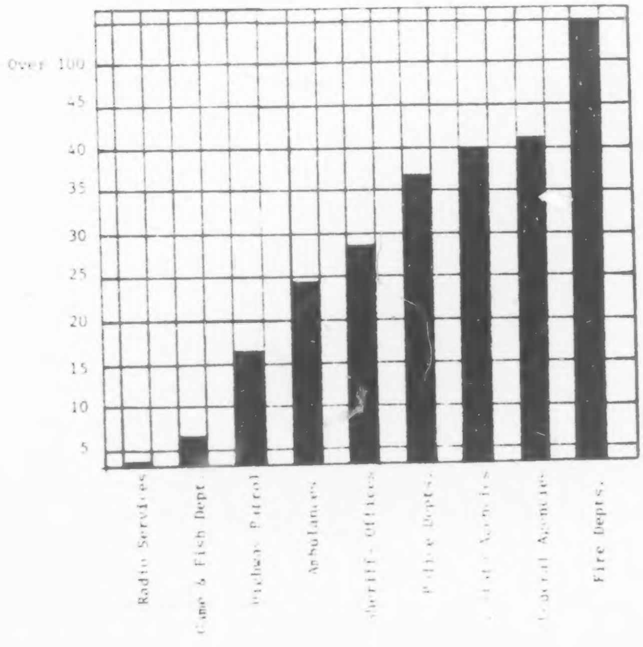
### INCIDENTS:

Total incidents Reported And Handled - 17,442
Average Incidents Reported And Handled Per Day - 24

MOBILE UNIT INCREASE ON STATE RADIO SYSTEM



Mobile Units Assigned During 83-85 Biennium



## SYSTEM MAINTENANCE:

In the 1983-85 biennium, the departments maintenance program provided excellent results. The continued maintenance of the VHF radio system is vital. In the biennium, there were a total of twenty-one (21) radio outages due to actual radio equipment failures. The State Radio VHF system was in operation 99.9% of the time which is an improvement over the last biennium.

| | | |
|---|---|---|
| 100 | down/times - | Highway Department radio maintenance doing preventive maintenance and installing additional equipment. |
| 22 | down/times - | Telephone Company maintenance doing preventive maintenance. |
| 200 | down/times - | Telephone Company equipment problems including cut or spliced cables, bad carriers or line noise problems. |
| 21 | down/times - | These were radio equipment problems, including bad transmitters or receivers, and antennas. |
| 343 TOTAL | | |

The system was taken down by Highway Department maintenance for preventive maintenance and installation of new equipment 121 hours and 23 minutes.

The system was taken down by the Telephone Company for preventive maintenance 19 hours and 18 minutes.

Telephone Company equipment problems such as cut cables, bad carriers, and line noise resulted in 652 hours and 19 minutes of down time.

Radio equipment problems such as bad transmitters or receivers, antennas down, resulted in 123 hours and 19 minutes of down time.

A total of 916 hours 23 minutes down time was experienced. This is an average of 2 hours 40 minutes per outage. All Telephone Company maintenance and equipment outage time was documented and forwarded to the DOI Office for reimbursement of costs.

## MAINTENANCE EVALUATION:

The maintenance provided by the N.Dak. State Highway Department Radio Maintenance Division over the period of July 1, 1983 through June 30, 1985 has been excellent. Many new ideas were implemented both in the tower sites and within the Communications Center itself with excellent results. The Highway Department Radio Maintenance Division not only maintains our radio equipment, they also maintain our three 40-channel tape recorders with the same professionalism that they do our tower sites. The quality of maintenance remains excellent even though they lost personnel in the last biennium due to a reduction in force.

## RADIO MAINTENANCE COSTS / 1983-1985 BIENNIUM

Total radio maintenance costs, including tower site maintenance for the 1983-1985 biennium totals $156,345.

Total yearly radio maintenance costs computed to $81,671 for the first year and $75,174 for the second year of the biennium.

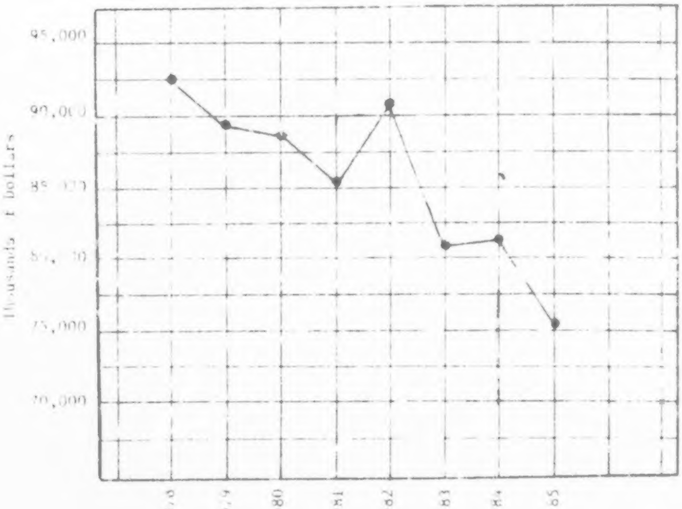
Average monthly cost for all radio maintenance for the 1983-1985 biennium amounted to $6,535 per month.

Each of State Radio's thirty six (36) radio locations cost $2.178 per year for maintenance or $182 per month.

These figures indicate the radio maintenance program to be extremely cost effective. Other options regarding radio maintenance have been considered in the past and will continue to be considered in the future.

The schedule of comparative radio maintenance costs computed for the years 1978 through 1985 reflects a progressive decrease in radio maintenance costs over the last seven (7) year period. During this period, State Radio has reduced these maintenance costs by 18.7% and has been able to at least maintain, if not increase, the level of service extended to its users, as well as increase system performance and reduce downtime.

COMPARATIVE RADIO MAINTENANCE COSTS
FOR PERIOD OF 7/1/78 THRU 6/30/85



STAFF REPORT:

July 1, 1983 through June 30, 1985 must go on record as the most stable time in the history of the department pertaining to its employee permanence and personnel development.

| | | |
|---|---|---|
| Current status: | Communications Director | 1 |
| | Deputy Director | 1 |
| | Administrative Officer III | 1 |
| | Business Manager I | 1 |
| | Communications Supervisor | 4 |
| | Communications Specialist III | 4 |
| | Communications Specialist II | 13 |
| | Communications Specialist I | 4 |
| | Administrative Secretary III | 1 |
| | Total | 30 |

This level of staffing has been maintained for four years. Although the profession is more demanding, the level of experience and knowledge continues to become more professional. Six of our employees received awards during this past biennium for years of service. Eleven employees were promoted to higher classifications.

Selected by their peers as outstanding employees and receiving the "Employee of the Year" award during the biennium were:

Edwin J. Schlenker, Communications Specialist III
1983's "Employee of the Year"

Charles H. Weisser, Communications Specialist III
1984's "Employee of the Year"

The Central Personnel Division reviewed the Director's classification as well as the four levels of Communications Specialist and deemed it appropriate to up-grade each one of them. A significant change in positions was made, increasing the Communications Specialist II position allotment to thirteen (13) while reducing the Communications Specialist I to four (4) positions.

At the beginning of the biennium, we wanted to achieve a higher level of personnel management.

Objective Reached:

A. The right personnel are being hired.
B. Personnel are staying on the job longer.
C. The work schedule which was developed enhanced the appeal of shift work, and in addition lended itself well to the use of our manpower.
D. Employees were recognized for extra effort and work well done.

Edwin J. Schlenker "1983 Employee of the Year"

Charles H. Weisser "1984 Employee of the Year"

E. Regulation of a consistent and fair promotion process encouraged people to stay and strive for advancement.
F. Defined personnel policies established a stable work environment.

The objectives that were reached and maintained make us confident a more professional approach to management of people has been attained.

Of significance this past biennium was the continued reduction in the attrition rate of employees. Six employees terminated employment during the past two years for a low of twenty percent (20%) compared to previous years. In reviewing our achievements, hiring the right people, a positive work schedule, salary improvements, and a positive work environment, reduced the attrition.

## TRAINING & EDUCATION:

During the past two years, professional training for members of the public safety services has been in vogue nationally. Awareness of the importance of first responders during an emergency (most critically the victims of the emergency) brought the need for well trained people into focus.

Techniques for handling emergencies along with the phenomenal advancement in communications technology dictates that we have well trained people in these critical jobs.

As the demands on the Communications Specialist increase, programs that will assist him or her, and make them more professional become necessary. Because North Dakota has no large population centers, the availability of training programs that address the public safety dispatch profession are restricted to those developed and presented primarily by State Radio. Quality programs available out of state are expensive and limit the number of personnel able to attend.

State Radio has done a satisfactory (satisfactory because there is room for improvement) job providing a variety of training to its staff and to law enforcement personnel and public safety related entities. Progressive training is the key to maintaining a professional public safety force.

State Radio devoted 2,021 man hours to training for its employees. Training for the State Radio staff is listed below in six separate categories.

Categories::

- A. Communications Course
- B. Field Training (Ride Along Program)
- C. Supervisory Management
- D. Dispatcher Training
- E. On-The-Job Training
- F. Other Training Attended

During the biennium, State Radio offered seven different programs to law enforcement and related public safety entities. They were:

- A. Communications Course
- B. Basic Police (Communications)
- C. Basic Teletype
- D. Basic Radio
- E. Communications in Officer Survival
- F. NCIC (Interstate Identification Index)
- G. NCIC (Records Entry)

State Radio dedicated 495 hours to training for law enforcement agencies, departments, and other public safety services. These programs sponsored by State Radio provided 699 law enforcement and other public safety personnel a variety of training in communications.

## EVALUATION:

### A. ACCOMPLISHMENTS:

1. Personnel management as a goal was successful and we certainly can feel good about it, however, thinking progressive can only improve our level of achievement.

2. Realizing State Radio's primary use of tax dollars is for employee salaries, a cooperative effort by the entire staff achieved a worthwhile reduction in department spending. State Radio's personnel and management staff accomplished this by:

   - a. Efficient scheduling of personnel
   - b. Our staff's honest and ethical approach of the use of sick leave
   - c. Our staff being flexible and cooperative when planning and scheduling vacations
   - d. Managements assistance by filling in on vacations, during unexpected shortages, or assisting during emergencies and severe weather conditions.

This cooperative effort made it possible to show a reduction in overtime hours.

3. Training as an objective to improve overall work performance must be on-going, however, the training programs provided for our staff and the programs presented by State Radio must be considered positive action in respect to a professional public safety force in North Dakota.

B. FUTURE DIRECTIONS AND TRENDS:

1. The national trend is to provide more training for the public safety dispatcher and improve his/her ability to perform during an emergency or crisis.
    a. We must provide good programs in training and education for our staff that address techniques and methods for handling a crisis situation.
    b. Quality programs are not always available within North Dakota, some of this training must come from out-of-state.
    c. Develop programs that address this area of public safety dispatching, small group meetings that review and evaluate a finished crisis can only improve our ability to perform.

2. Currently the morale of our staff is good. In the past, State Radio has been considered a leader with respect to employee professionalism, salaries, and knowledge. This image was enhanced by the technically sophisticated and modern communications center in which they performed. In recent years, we have seen regional dispatch centers develop, salaries within these centers is competitive, and they are technically as modern and sophisticated as our dispatch center. If we are to continue to lead in public safety communications, we must look at expansion and modernization for the future.

## EVALUATION OF MAJOR GOALS AND OBJECTIVES FOR THE 1983-1985 BIENNIUM:

### TELETYPE:

1. Upgrade of North Dakota Law Enforcement Teletype System.
    - A. Monitor traffic flow and load on system.
    - B. Determinations of necessary adjustments to balance system.
2. Purchase and install a new message switcher.
    - A. Determine projected traffic volume, reliability factors, software utilization, statistics, and maintenance availability.
    - B. Determine present system interface and futurity of compatibility.
    - C. Development of specifications and coordination for purchase of switcher.
    - D. Evaluate all avenues of financial resources for procurement of message switcher.
    - E. System interface and determination of system acceptability/unacceptability.

## TELETYPE AND DATA SYSTEMS:

There are presently 91 subscribers on the North Dakota Law Enforcement Teletype System. Of these, 60 are Model 43 terminals operating at 110 baud, 1 is a Model 43 operating at 1200 baud, and 30 are Model 4430 operating at 1200 baud.

The computerized teletype system is now handling approximately 554,500 transactions per month. This is an increase of approximately 54,500 transactions per month over the past biennium.

At the present time we have no room in the S/7 to add any additional terminals to the system. Due to the age of the S/7 and the non support by IBM of the software, we are unable to further enhance our system or add any additional terminals to it.

A problem that comes up at times is the Central Data Processing programmer assigned to State Radio for the System 7/CCAP 7 message switcher is not always available for changes, programming work or problems that may arise with the S/7. There are now two individuals at Central Data Processing that are familiar with the S/7 but only one is assigned to do the work for us. Another portion of the problem is that IBM no longer supports the System 7/CCAP 7 with software. This makes any further changes which may be mandated by either the National Law Enforcement Teletype System (NLETS) or the National Crime Information Center (NCIC) impossible.

We continue to have the same maintenance problems with IBM as there is only one individual in the area trained on System 7. The local area IBM maintenance person who works on our System 7 is scheduled to retire in the fall of 1985. The next closest System 7 trained IBM maintenance person is in Fargo. This will result in an additional 3 1/2 to 4 hours of down time when we have a problem and must call IBM repair.

When System 7 is down the law enforcement in North Dakota and throughout the rest of the nation are unable to request and receive information from data bases such as motor vehicle registration information, drivers license status checks, wanted checks on subjects, and road and weather information. They also cannot communicate by teletype from agency to agency both in-state and nationwide thus limiting the information that they have available to them.

One of the major areas of concern with our computerized teletype system is that the HOST computer at the Capitol goes out of service unexpectedly and quite frequently. When this happens, neither State Radio nor any law enforcement terminal in the United States can obtain any motor vehicle/drivers license information or central warrant information out of the HOST computer. Also Central Data Processing schedules maintenance, programming changes, and equipment changes for weekends which effects our operation.

The performance of the System 7 for the past biennium has been excellent with a minimum of down time. The IBM System 7 was in full service 99.9% of the time in the past biennium which is an excellent record. The problem again is that the System 7 is at maximum capacity and no changes or additions can be made to the system.

STATE/NATIONAL TELETYPE MESSAGES:

18,291 per day
6,676,200 per year

TOP TEN TELETYPE USERS FOR THE BIENNIUM ARE:

| AGENCY | MONTHLY AVERAGE |
|---|---|
| 1.State Radio | 151,427 |
| 2.Dickinson Police Dept. | 11,710 |
| 3.Fargo Police Dept. | 11,558 |
| 4.Minot Police Dept. | 8,466 |
| 5.Bismarck Police Dept. | 8,256 |
| 6.Cass County Sheriff's Office | 6,956 |
| 7.Devils Lake LEC | 6,763 |
| 8.Burleigh County Sheriff's Office | 4,818 |
| 9.Grand Forks Police Dept. | 4,665 |
| 10.Williston Police Dept. | 4,120 |

The System 7 was out of service a total of 133 times for a total outage time of 32 hours 18 minutes. Average time out of service per outage was 14.5 minutes.

## 1983-1985 BIENNIAL DRUNK DRIVER REPORT:

On September 2, 1983, the REDDI Program (Report Every Drunk Driver Immediately) went into effect. This program resulted in a significant increase in the report of drunk drivers.

Example, in the 1981-1983 biennium we only averaged thirty-seven (37) drunk driver reports per month. Since the inception of the REDDI Program, we are averaging eighty-seven (87) drunk driver reports per month. This is a total of 2,084 drunk driver reports that were received and handled by State Radio. Of the 2,084 reports received, 202 resulted in arrests for driving under the influence, another 284 were stopped and released when it was determined that they were not drinking. 1,598 of of the reported drunk drivers were not located. The most drunk driver reports were received between 6:00 PM and 2:00 AM Saturday night through Sunday morning.

## NCIC - NATIONAL CRIME INFORMATION CENTER:

The FBI NCIC (National Crime Information Center) is a computerized index of criminal information made available to local, state, and federal criminal justice agencies throughout the United States.

NCIC was conceived in the early 1960's when it appeared that advances in computer technology could answer law enforcements growing need for rapid access to crime information data bases.

The NCIC computer system became operational in 1967. It is located at the FBI Headquarters in Washington D.C. and serves as the hub for a nationwide telecommunications network. In a matter of seconds, stored information can be retrieved through the telecommunications network. The NCIC computer systems are used by many criminal justice agencies and federal law enforcement agencies linked with connecting terminals located throughout the country in police departments, sheriff's offices, state police locations, and other criminal justice facilities.

NCIC has files on stolen and recovered guns, stolen articles, stolen boats, stolen vehicles, stolen and embezzled securities, wanted persons, and missing persons. Also arrest and disposition records of serious offenders.

Information is one of the most important assets to a criminal justice agency. The NCIC provides an immediate flow of pertinent data for the officer on the street, the investigator, the prosecutor, the judge, and corrections official. With information available immediately, these officials are in a better position to make decisions. The NCIC is one of the most effective implementations of computer technology for law enforcement needs. It not only represents a unique investigative tool in helping to maintain law and order, but also creates an extremely high risk of rapid detection for the criminal.

The National Crime Information Center is the most useful and important tool ever devised for the safety of the law enforcement officer in the nation. NCIC is a dedicated law enforcement computer system operated by the FBI in Washington, D.C. for the entry, storage, and retrieval of records on wanted felons, missing persons, and stolen property on a nationwide basis. These records are entered into the NCIC computer system by law enforcement agencies throughout the United States and are available for inquiry by any law enforcement agency or officer in the United States. The response time for an inquiry into NCIC is normally three to five seconds which will give the officer the slight edge in many situations in order to protect himself and the public.

The North Dakota State Radio Communications Department is the control terminal agency for access by agencies in North Dakota into NCIC. This responsibility puts an added burden on the management and staff of State Radio.

It is the responsibility of State Radio to provide training to all law enforcement agencies in North Dakota who have access to the NCIC computer. This is done by our personnel in a variety of ways, such as NCIC is taught in the Communicator's Course that is presented twice a year, individual on-site visits to assist in training for agencies and seminars scheduled and held througnout the state to assist in the training of personnel when new programs are being implemented in NCIC.

NCIC has mandated that by December 31, 1986, every state shall have in place the following training.

1. Shall train, test, and affirm the proficiency of terminal equipment operators within six months of employment.

2. Provide biennial in-service re-training, re-testing, and re-affirmation of the proficiency of terminal operators.

3. Provide entry level and in-service training on the NCIC system for use with criminal justice practitioners.

4. Provide peer level training on NCIC system use, regulations, policy, audits, sanctions, and related civil liability for criminal justice administrators and upper level managers.

5. Annually review the curriculum for relevancy and effectiveness and maintain records of all training, re-training, and proficiency re-affirmation.

The NCIC has also mandated that by December 31, 1986, all states shall have in place a program of systematic self audits as a means of guaranteeing the completeness and accuracy of information in the system. These self audits shall be on a continual basis to ensure both quality assurance and compliance with standards. In conjunction with the self audit the control terminal agency shall audit each and every terminal having NCIC access within the state every two years. These audits shall consist of checking for completeness and accuracy of all records that the agency has entered into the system, the security of the terminal and information that is received.

It is the responsibility of the North Dakota NCIC Security Officer to insure that all security measures as put forth by both NCIC and the state control terminal are adhered to and to assist agencies in the proper security measures to be taken. This includes on-site visits to agencies to assist in proper placement of their terminals and records.

One of the most important duties of the control terminal agency is the validation of the NCIC records for the State of North Dakota. This is done by the FBI NCIC mailing to State Radio, a copy of all records entered into the NCIC computer system. State Radio then mails to each of the agencies who have records entered, a copy of these records. The agencies are required to respond in writing within a specified period of time if the records are correct and up to date. If there are changes to the records, or if the record should be cancelled from the system, State Radio then makes the changes and cancellations as needed if the agency does not have personnel who have been trained and authorized to do this work in the NCIC system. The state control terminal officer who is the Director of Communications, must then certify to the FBI NCIC that all the North Dakota records are current and up to date.

State Radio personnel also must enter, modify, and cancel records in NCIC for agencies throughout the state who either have no one qualified to enter into NCIC or who do not want to do the entries themselves.

The most important use of NCIC is the day to day inquiries into the NCIC records for law enforcement officers by our personnel to determine if a person is wanted or missing or if a piece of property is stolen. This is a very demanding part of the State Radio personnel's work as they must inquire on every motor vehicle registration and drivers license check plus the ones that the officers request as just NCIC inquiries. We feel that this is very necessary and worthwhile time spent as it gives the officers the slight edge he needs in a dangerous situation.

NCIC INQUIRIES BY FILE FOR 1983-85 BIENNIUM:

| FILE | TOTAL | MONTHLY AVERAGE | DAILY AVERAGE |
|---|---|---|---|
| VEHICLES | 216,458 | 9,019 | 297 |
| ARTICLES | 1,408 | 59 | 2 |
| GUNS | 10,051 | 419 | 14 |
| WANTED/MISSING PERSONS | 133,911 | 4,480 | 183 |
| SECURITIES | 247 | 1[illegible] | 3 |
| BOATS | 615 | 26 | 8 |
| III(Computerized Criminal History Records for 1-1-84 thru 6-30-85) | 1,132 | 63 | 2 |
| TOTAL | 363,822 | 15,159 | 498 |

NCIC ENTRIES BY FILE FOR 1983-85 BIENNIUM:

| FILE | TOTAL | MONTHLY AVERAGE |
|---|---|---|
| VEHICLES | 1,114 | 46 |
| ARTICLES | 782 | 33 |
| LICENSE PLATES | 79 | 3 |
| GUNS | 456 | 19 |
| WANTED PERSONS | 425 | 18 |
| MISSING PERSONS | 357 | 15 |
| BOATS | 33 | 1 |
| SECURITIES | 1 | |
| TOTAL | 3,247 | 135 |

Total of all transactions in NCIC for 1983-85 biennium including cancellations and modification messages total 390,348. Monthly average 16,265. Daily average 535.

## DISASTER EMERGENCY COMMUNICATIONS OPERATIONS:

During the 1983-85 biennium, State Radio continued to maintain the Emergency Communications Van in a constant state of readiness. The Communications Van has been equipped with all the basic equipment that was felt necessary. In the past biennium, the only major change was the installation of a new radio system to allow a broader variety of frequencies for the Communications Van. This allows for the more efficient and professional use of the van in times of emergency. The renting of garage space for the Van has greatly reduced the up keep necessary on the Van due to its being stored inside out of the elements.

On April 26-27, 1985, the Van was taken to Minot by State Radio personnel and put on display in Dakota Square for Law Day. On May 13-14, 1985, the Van was taken to Williston and put on display at the Law Enforcement Center. Many people from those areas viewed the Van and had questions regarding its use and operation.

We have found that the Van works extremely well in emergency situations. The generator will handle the load from the radio equipment and other appliances as well. We have found that in emergency situations, one of the most important things is to limit the number of personnel that are allowed into the Van at any one time. In a very short period of time, it can become over crowded and the overcrowding definitely interferes with the personnel working the radio system. One item that may help to solve this problem is a folding type of door installed between the radio operation portion of the Van and the rest of the Van. This would cut down on noise in the operations area and also in an extended situation where personnel need to sleep, it would quiet the sleeping area down.

The NAWAS (National Warning System) plays a very important role in State Radio's disaster emergency communications stem. It provides a direct line to the major city police departments and the U.S. Weather Services in North Dakota for storm or emergency information. It is the responsibility of the Communications Specialists to monitor the NAWAS system at all times. This system is used by NAWAS for notification of a natural disaster or an ATTACK WARNING, or an ACCIDENTAL LAUNCH WARNING. Failure to answer a NAWAS test (conducted once every 8 hours) by the Communications Specialist results in the immediate dismissal of the employee. North Dakota State Radio, the State Warning Point for North Dakota, holds the nations record for not missing a NAWAS test.

An extremely important and critical responsibility performed by State Radio personnel is hazardous material incidents. State Radio is the primary reporting point for hazardous material incidents in North Dakota. It is the responsibility of the Communications Specialist to notify the proper agencies of the incident, insuring that all pertinent information is relayed to the agencies to protect the citizens of North Dakota and all personnel involved in the hazardous materials incident from death or injury. State Radio presently has ten personnel trained in hazardous materials handling. These ten personnel are listed on the callup lists for State Radio and the Department of Emergency Management. Upon notification of a spill, or a suspected spill, one of the ten personnel must report to work to assist with the communications and coordination of the incident. In the 1983-85 biennium, State Radio handled seventy-nine (79) hazardous material reports.

State Radio works very closely with the Department of Emergency Management providing them with a 24-hour dispatching service for their personnel informing them of disaster or emergency situations as they arise. Also, provide them with a communications tool in the North Dakota Law Enforcement Teletype System which allows them to send a message to all their county coordinators through the county sheriff's office.

State Radio works quite closely with the Civil Air Patrol on downed or missing aircraft and the search and rescue missions providing a 24-hour dispatch center for their personnel in case of an incident. State Radio also provides communications and coordination for the Civil Air Patrol in times of emergency situations. State Radio, in times of emergencies, loans to the Civil Air Patrol, portable radio equipment to assist them in their mission.

One of the most used communications tools for the public and law enforcement during emergency situations, is the toll free telephone number of 1-800-472-2121. State Radio receives all types of calls on these telephone lines from requests for drivers license information to reporting accidents, tornado's, game and fish violations, and hazardous materials incidents. This is a valuable tool for the Communications Specialists but also one of great responsibility. In the 1983-85 biennium, there were 94,414 calls received on the statewide toll free emergency assistance telephone, for an average of 129 calls per day. There has been much talk of a statewide 9 1 1 telephone system. I do not believe that there has been enough publicity done on this statewide toll free telephone line in order for the public to be aware of it. It is basically a statewide 9 1 1 but with more digits to dial.

State Radio works closely with the U.S. Weather Service especially in times of severe weather or floods. We gather weather information from law enforcement in the areas in question and relay it to the U.S. Weather Service for analysis. Many times the U.S. Weather Service will contact State Radio and have us send an officer to a particular area to check the weather, especially in times of possible tornado sightings. State Radio also is the State Warning Point for the dissemination of severe weather information to the local areas. In times of tornado warnings, we must disseminate the information down to the county sheriff or his deputy. If a tornado sighting is reported, we must also disseminate the information down to the local community, state parks, etc. for warning to the citizens.

During the 1983-85 biennium, State Radio loaned out portable radio's to one hundred forty five (145) agencies for a total of 644 assists. These radio's were used for a wide variety of reasons, from law enforcement training, floods, severe weather, stake outs, and back up systems when other law enforcement systems have failed, and for many other special services. Figuring a cost of $1,500 per radio that was loaned out, State Radio loaned out $966,000 worth of equipment.

## EVALUATION OF MAJOR GOALS AND OBJECTIVES FOR THE 1983-1985 BIENNIUM:

### FINANCIAL:

1. Obtain necessary legislative authorization for budgetary funding to continue State Radio's present level of service.
   - A. Formulization/development of budget.
   - B. Legislative approval.
   - C. Implementation of budget.
2. Completion of 1983-85 biennium with budget of $71,692 less than the 1981-83 biennium.
   - A. Formulization of budget reduction plan.
   - B. Implementation of budget reduction plan.
3. Continue to search and implement most efficient method of economizing and reducing tax dollar expenditures while insuring maximum return for the dollars that are expended.
4. Provide fiscal planning and administration to insure objectives of State Radio are accomplished and fund are not only available, but also efficiently expended to render services in the most effective manner possible.

DEPT. 506
PROGRAM INVENTORY AND COST ANALYSIS SUMMARY
JULY 1, 1983 TO JUNE 30, 1985

## PROGRAM 600 ADMINISTRATION

| | OBJECT NUMBER | EXPENDITURE | | |
|---|---|---|---|---|
| Salaries & Wages | 1000 | $ 210,052 | | |
| Fees & Services | 2000 | 13,595 | | |
| Supplies & Materials | 3000 | 7,191 | | |
| Equipment | 4000 | 4,169 | | |
| Sub-Total | | | $ 235,007 | |

## PROGRAM 700 OPERATIONS

| | OBJECT NUMBER | EXPENDITURE | | |
|---|---|---|---|---|
| Salaries & Wages | 1000 | $1,056,070 | | |
| Fees & Services | 2000 | 197,357 | | |
| Central Data Processing | 2017 | 87,787 | | |
| Supplies & Materials | 3000 | 23,890 | | |
| Equipment | 4000 | 11,812 | | |
| Sub-Total | | | 1,376,916 | |
| GRAND TOTAL | | | | $1,611,923 |

| APPROPRIATION LINE ITEM: | OBJECT NUMBER | EXPENDITURE | |
|---|---|---|---|
| Salaries & Wages | 1000 | $1,266,122 | |
| Fees & Services | 2000 | 210,952 | |
| Central Data Processing | 2017 | 87,787 | |
| Supplies & Materials | 3000 | 31,081 | |
| Equipment | 4000 | 15,981 | |
| GRAND TOTAL | | | $1,611,923 |

## DEPT. 506
## PROGRAM INVENTORY AND COST ANALYSIS SUMMARY
## JULY 1, 1983 TO JUNE 30, 1985

| SALARIES & WAGES: | OBJECT NUMBER | EXPENDITURE | |
|---|---|---|---|
| Salaries & Wages | 1000 | $ 991,454 | |
| Temporary Salaries | 1080 | 4,800 | |
| Overtime | 1090 | 36,159 | |
| Paid Annual Leave | 1095 | 1,232 | |
| Oasis Assessment | 1820 | 1,513 | |
| Social Security | 1830 | 71,881 | |
| Hospital Insurance | 1840 | 72,655 | |
| Workmen's Comp. Premium | 1850 | 1,831 | |
| Unemployment Insurance | 1870 | 3,718 | |
| State Retirement Contribution | 1880 | 80,879 | |
| Sub-Total | | | $1,266,122 |
| **FEES & SERVICES:** | | | |
| In-State Meals | 2110 | $ 1,139 | |
| Out-of-State Meals | 2111 | 493 | |
| In-State Lodging | 2115 | 565 | |
| Out-of-State Lodging | 2116 | 705 | |
| Air Transportation/Out-of-State | 2123 | 1,793 | |
| Other Transportation/Out-of-State | 2125 | 53 | |
| Motor Pool Car Mileage | 2140 | 651 | |
| Misc. Travel | 2150 | 124 | |
| Conference Expenses | 2170 | 475 | |
| Lease-Rentals | 2300 | 1,420 | |
| Rent of Equip.-Inc. Films | 2310 | 582 | |
| Office Equipment-Rental | 2330 | 1,733 | |
| Postage & POB Rental | 2410 | 3,503 | |
| Telephone/Telegraph | 2420 | 33,990 | |
| Repair Equipment/Office | 2500 | 122 | |
| Repair Equipment/Auto | 2505 | 50 | |
| Repair Equipment/Other | 2510 | 1,754 | |
| Service Contract/Other | 2520 | 156,845 | |
| Repair Buildings | 2560 | 335 | |
| Medical | 2611 | 514 | |
| Professionals/Not Classified | 2699 | 360 | |
| Property Insurance | 2720 | 2,042 | |
| Liability Insurance | 2730 | 15 | |
| Outside Hospital Insurance | 2815 | 225 | |
| Radio-TV-Newspaper | 2911 | 109 | |
| Book Binding | 2913 | -0- | |
| Dues-Memberships | 2915 | 395 | |
| Freight/Express | 2916 | 27 | |
| Laundry/Dry Cleaning | 2917 | 140 | |
| Professional Development | 2921 | 250 | |
| Tuition Fees | 2975 | 534 | |
| Other Misc. Fees | 2999 | 9 | |
| Sub-Total | | | $ 210,952 |

|  | OBJECT NUMBER | EXPENDITURE |  |  |
|---|---|---|---|---|
| DATA PROCESSING: |  |  |  |  |
| Data Processing/Special Approp. | 2017 | $ 87,787 | $ 87,787 |  |
| SUPPLIES & MATERIALS: |  |  |  |  |
| Office Supplies | 3050 | $ 5,390 |  |  |
| Central Supply | 3150 | -0- |  |  |
| Printing/Central Reproduction | 3200 | 3,571 |  |  |
| Printing/Not Central Reproduction | 3205 | 1,018 |  |  |
| Books | 3210 | 52 |  |  |
| Maps & Plots | 3212 | -0- |  |  |
| Periodicals/Subscriptions | 3215 | 1,495 |  |  |
| Food Supplies | 3300 | 65 |  |  |
| Uniforms | 3355 | 2,723 |  |  |
| Dishes | 3460 | 2 |  |  |
| Silverware & Utensils | 3465 | 20 |  |  |
| Laundry Supplies | 3470 | 4 |  |  |
| Janitorial | 3475 | 69 |  |  |
| Hardware & Bldg. Supplies | 3550 | 849 |  |  |
| Expendable Tools | 3555 | 30 |  |  |
| Other Bldg. & Equip. Supplies | 3565 | 1,519 |  |  |
| Electrical | 3575 | 1,260 |  |  |
| Equipment Repair Parts | 3585 | 10,530 |  |  |
| Trophies & Ribbons | 3710 | 398 |  |  |
| Audio Visuals | 3730 | 13 |  |  |
| Fuel & Oil | 3800 | 1,663 |  |  |
| Repair Parts - Radio | 3807 | 410 |  |  |
| Sub-Total |  |  | $ 31,081 |  |
| EQUIPMENT: |  |  |  |  |
| Radio Equipment | 4110 | $ 8,213 |  |  |
| Office Machines | 4160 | 146 |  |  |
| Furniture & Furnishings | 4170 | 7,622 |  |  |
| Sub-Total |  |  | $ 15,981 |  |
| GRAND TOTAL REVENUES |  |  |  | $1,611,923 |
| FUNDING: |  |  |  |  |
| GENERAL FUND |  |  | $1,611,923 |  |
| TOTAL FUND |  |  |  | $1,611,923 |

COMPARATIVE APPROPRIATION BY LINE ITEM:

| | 85-87 | 83-85 | DIFFERENCE |
|---|---|---|---|
| Salaries & Wages | $1,491,024 | $1,263,236 | $227,788 |
| Operating Expenses | $ 295,861 | $ 277,861 | $ 18,020 |
| Data Processing | $ 291,891 | $ 112,515 | $179,376 |
| Equipment | $ 32,899 | $ 16,462 | $ 16,437 |
| TOTAL | $2,111,695 | $1,670,074 | $441,621 |

## MINUTES:

All minutes of staff, management, and employee advisory committee meetings are kept on file in the Administrative Office at State Radio and can be obtained by calling 224-2129 or writing N.D. State Radio Communications, Box 5511, Bismarck, N.Dak. 58502-5511.

INFORMATION RELEASED:

During the 1983-85 biennium, State Radio furnished information in the form of cassette tape recordings or telephone calls and radio traffic, copies of incident cards and radio logs to fifty-seven (57) agencies.

This information was used in a variety of ways, such as to refresh an officers memory for a court case and at times the information was used as evidence in court. If the information furnished is used in court, one of the State Radio personnel may be subpoenaed to testify to the accuracy of the recording, how the recording is made, and to decipher some of the information such as 10-signals and times.

This information was also used by agencies for internal purposes such as training, disciplinary action or to see if an incident was handled properly.

This is a very time consuming task for State Radio personnel to perform as the tape recordings are not edited and must be taped minute by minute and listen to while being taped to insure the proper incident is being recorded. At times the agency making the request is unsure of the exact time the incident happened, then State Radio must listen to any number of hours of recordings to locate the incident and then record it.

## DEPARTMENT MANUALS AND PUBLICATIONS

| TITLE | COPIES | CURRENT | REVIEW DATE |
|---|---|---|---|
| Department Policies Manual | | | |
| State of N.D. Policies Manual | | | |
| Department Salary Administrative Plan | | | |
| Communications Regulations Manual | | | |
| System Specifications Manual | | | |
| Teletype Operators (4430) Manual | | | |
| Teletype Operators (43) Manual | | | |
| Public Safety Communications Directory | | | |
| Resource Manual | | | |
| Standard Operating Procedures | | | |
| N.C.I.C. Manual and Code Book | | | |
| Signal 100 Manual | | | |
| Central Warrant Information System Manual | | | |
| National Law Enforcement Teletype Manual | | | |
| V.H.F. Operators Manual | | | |
| Central Data Processing Users Manual | | | |
| Nerve Center of North Dakota (Brochure) | | | |
| State E.M.S. System | | | |
| O.M.B. Fiscal and Administrative Policies | | | |
| D.O.I. Policy Manual | | | |
| F.C.C. Volumes (I 5/80) (II 8/76) (IV 4/75) (V 3/79) | | | |
| N.Dak. Communications Procedures Manual | | | |
| N.C.I.C. (C.L.I.S.) Operating Manual | | | |
| N.L.E.T.S. ORI Directory | | | |
| N.Dak. Disaster Emergency Plan | | | |

## MAJOR GOALS AND OBJECTIVES FOR THE 1985-87 BIENNIUM:

OPERATIONS:

1. Maintain sufficient staff to operate at the current level of operations. Five of our six consoles are in full operation 24 hours per day.

2. Work with National Guard and N.Dak. Division of Emergency Management to improve working environment for our employees by attempting to secure additional space for storage, locker room storage, break room facilities and office space for staff.

3. Work to secure the upgrade of the N.Dak. Law Enforcement Teletype System Message Switcher to improve and simplify the operation of the law enforcement teletype system in N.Dak.

4. Work with the National Guard and N.Dak. Division of Emergency Management to secure additional space for a new message switcher for the law enforcement teletype system. The present system is outdated and severely retarded in the operating space allocated to it. The new system would require additional space for eqiupment and operating space.

5. Assist the Attorney General's Office in the development of a Statewide Criminal Justice Information System.

6. To review, test, and evaluate any new teletype equipment that becomes available for use on the N.Dak. Law Enforcement Teletype System, to keep all the users attuned to the newest most modern and cost effective equipment available.

7. Investigate the possibility of a different means to operate the law enforcement teletype system for line costs, possibly use a networking concept if it would become cost effective.

8. To test and evaluate any new radio equipment including mobiles, portables, and base stations that meet the specifications to be allowed on the system. Thus keeping all the users abreast of the latest most cost effective equipment available to them.

9. Cut the cost of radio maintenance by not allowing call outs that involve overtime unless it is approved by the Director or Deputy Director.

10. To review and evaluate all requests for new programs or modifications to existing programs in Central Data Processing to see if they are needed and if so if they

would be cost effective. Also to review and evaluate all present programs on a yearly basis to determine if they are needed, used and cost effective, thus saving money in the area of Central Data Processing.

11. Curtail any equipment purchases that are not needed as replacements for presently used and needed equipment.

12. If available, test and evaluate a new personal computer on the Law Enforcement Teletype System to see if it would meet our requirements for a teletype system and a personal computer at the same time.

13. Provide fiscal planning and administration to insure objectives and goals are accomplished and funds are not only available, but also efficiently expended to render services in the most effective manner possible.

14. Continue to search for and implement the most efficient method of economizing and reducing tax dollar expenditures while ensuring a maximum return for the dollars expended.

15. Continued development and implementation of "Turnback Savings Plan" to effectuate a savings of five percent (5%) or more of the General Fund appropriation.

16. Obtain necessary legislative authorization for budgetary funding to continue State Radio's present level of operation.